



# **WASHINGTON STATE FIRE SERVICES RESOURCE MOBILIZATION PLAN**

## **Developed by:**

Washington State Fire Defense Committee  
Washington State Fire Marshal's Office

## **Approved by:**

Washington State Fire Protection Policy Board  
Chief John R. Batiste, Washington State Patrol



**Washington State  
Fire Defense  
Committee**



**March 2005**

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# **Washington State Fire Services Resource Mobilization Plan**

Compiled and published by:

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With the advice and consent of:

**The Washington State Fire Defense Committee**

**Fire Protection Policy Board**

**Department of Natural Resources**

**Washington State Emergency Management Division**



## 2005 Mobilization Plan

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STATE OF WASHINGTON

WASHINGTON STATE PATROL

*General Administration Building, PO Box 42600 • Olympia, Washington 98504-2600 • (360) 753-6540*

March 1, 2005

**TO:** All State Fire Mobilization Participants

**FROM:** Chief John R. Batiste

**SUBJECT:** Washington State Fire Services Resource Mobilization Plan Revisions

The members of the Washington State Fire Defense Committee are to be commended for the March 2005 revision of the Washington State Fire Services Resource Mobilization Plan. The Committee has worked diligently to make this fifth revision, a truly "all risk" plan. This is demonstrated in the efforts taken to streamline and clarify the provisions and procedures of the Plan used during disasters of unprecedented size and destructiveness.

Since the Mobilization Plan's first use during the 1994 Chelan Fire Storm, it has become a living document, changing as lessons are learned and business practices have improved.

Key changes to the March 2005 revision are:

- Section reorganization to improve the flow of the document.
- Combining sections to reduce redundancy and confusion.
- Examples to provide clarification.
- Statutory changes updated.

With each improvement to the Mobilization Plan, the citizens of the state of Washington have, and will continue to benefit from the coordinated effort of state-wide fire service resources responding to an event.

Thank you for your participation and continued support of the Washington State Fire Service Resources Mobilization Plan.

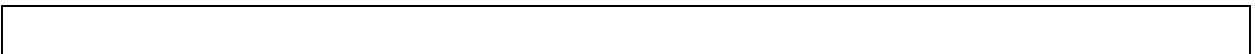
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## 2005 Mobilization Plan

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CENTRAL REGION  
Grays Harbor, Pacific, Thurston, Lewis

LOWER COLUMBIA REGION  
Kittitas, Yakima, Klickitat

MID-COLUMBIA REGION  
Okanogan, Chelan, Douglas,  
Grant, Adams

NORTHEAST REGION  
Ferry, Stevens, Pend Oreille,  
Lincoln, Spokane

NORTHWEST REGION  
Whatcom, Skagit, Snohomish,  
Island, San Juan

OLYMPIC REGION  
Clallam, Jefferson

SOUTH PUGET SOUND REGION  
King, Pierce, Kitsap, Mason

SOUTHEAST REGION  
Benton, Franklin, Walla Walla,  
Columbia, Whitman, Garfield, Asotin

SOUTHWEST REGION  
Wahkiakum, Cowlitz, Clark, Skamania

EMERGENCY MANAGEMENT DIVISION  
State Military Department

FIRE PROTECTION BUREAU  
Washington State Patrol

RESOURCE PROTECTION DIVISION  
Department of Natural Resources

October 22, 2004

Ms. Sharon Colby, Chair  
Washington State Fire Protection Policy Board

Dear Chair Colby,

Enclosed is the proposed 2005 revision of the *Washington State Fire Services Resources Mobilization Plan*. It is intended that this revision will be presented to the Washington State Fire Protection Policy Board for consideration at the workshop meeting scheduled for 9 a.m. on November 10, 2004, and for approval at the regular meeting following the workshop. I will be attending both meetings to make the formal presentation and respond to any questions you may have.

This is the fifth full revision of the *Plan* since it was first published in 1994. The Fire Defense Committee has meticulously reviewed and revised each section to provide clarity to the provisions of the *Plan*, streamline its procedures, and ensure efficiency and accountability of resources mobilized. This revision encompasses the recommendations and changes derived from After Action Reports and the Regional Coordinator's comments from the various mobilizations over the two years.

This *Plan* remains a dynamic document that is continually being revised. Your approval assures an effective and efficient response of fire service resources across the state whenever a request for *Mobilization* is received.

The Fire Defense Committee is sincerely appreciative of the support and encouragement given by the Washington State Fire Protection Policy Board and the partnership with the Mobilization Section of the Fire Protection Bureau of the Washington State Patrol. Together, we have a successful plan that benefits the citizens of the State of Washington.

After 10 months of hard work by the Fire Defense Committee and the Plan Review sub-committee, I am extremely proud of this document and look forward to presenting this final draft to the Board for approval.

Sincerely,

/s/

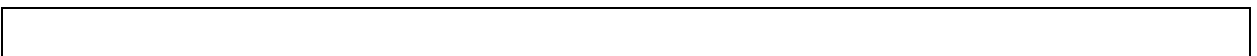
Dave Wakefield  
Chair, Washington State Fire Defense Committee



## 2005 Mobilization Plan

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**Appendix G:** Incident Management Teams

**Appendix H:** L&I and Volunteer Pensions Relief Comparison

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**Appendix K:** Recommended Travel Kit

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**Appendix M:** Forms

**Appendix N:** Washington State Association of Fire Chiefs 2004 Rate Schedule



## **Distribution of Mobilization Plan**

### **2005 Mobilization Plan**

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This Washington State Fire Services Resource Mobilization Plan will be distributed to all participating state agencies, local fire agencies, local emergency management agencies, county sheriffs, and public safety answering points.

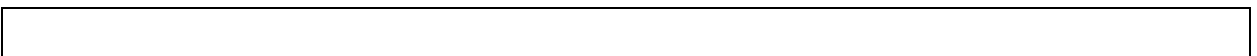
This Mobilization Plan will be available on the Washington State Patrol's Emergency Mobilization Sections website, <http://www.wsp.wa.gov>.



## 2005 Mobilization Plan

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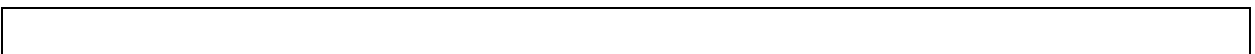




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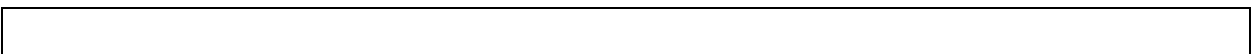




## 2005 Mobilization Plan

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## Section 1 Introduction

### 2005 Mobilization Plan

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The Washington State Fire Services Resource Mobilization Plan, herein referred to as the Plan, provides a mechanism for fire service resources to respond to fires, disasters, or other events that meet the intent of the Mobilization Plan Legislation (**RCW 43.43.961**).

The Plan was formalized in 1993 after the 1991 Spokane "Firestorm". Since its inception it has become a living document, with eight updates completed. Each update is a result of lessons learned by the fire service involvement primarily in wildland/urban interface fires. The Fire Defense Committee is enhancing the plan for all risk events in this update.

The Plan utilizes primarily fire service resources within Washington State. However, resources such as a Washington State Integrated Incident Management Teams can be used for the management of an incident.



## **Section 1**

### **Introduction**

#### **2005 Mobilization Plan**

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**2005 Mobilization Plan**

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The Plan is developed in support of **Title 43.43 RCW**, State Fire Service Mobilization. The following statutes seek (or address) consistency in implementation:

- ❑ **Title 38.52 RCW**, governing Emergency Management;

Assists in:

- State Emergency Operations Center activation
- Mobilization of Military assets
- Mobilization of other resources

- ❑ **Title 43.43 RCW**, governing the Washington State Patrol (WSP);

By statute:

- Authorize mobilizations
- Locates, tracks and dispatches resources to an incident
- Provides a reimbursement mechanism

- ❑ **Title 76.04 RCW**, governing the Department of Natural Resources (DNR);

Authority to protect lands under DNR authority:

- Use as mutual aid partner

- ❑ **Title 35 RCW**, governing cities and towns;

- ❑ **Title 52 RCW**, governing fire protection districts.



## **Section 2 Authority**

### **2005 Mobilization Plan**

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**2005 Mobilization Plan**

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The purpose of the Plan is to provide a process to quickly notify, assemble, and deploy fire service personnel and equipment to any local fire jurisdiction in the state that has expended or will expend all available local and mutual aid resources in attempting to manage fires, disasters or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property.

The Plan is “all risk”, i.e., it is to be used to provide fire service resources in Washington State for fires, disasters, or other events where they are needed to protect life and property.

The Plan:

- Describes the state and regional organizations, the resources, and the process for the mobilization of resources in Washington State in response to fires, disasters, or other events that have exceeded the capabilities or capacity of local and mutual aid fire service resources.
- Serves as an educational tool for all fire service and other emergency response personnel to familiarize them with the state and regional fire service resources mobilization system.
- Sets forth the procedures providing reimbursement to the Washington Fire Service for eligible costs incurred while mobilized.

History of the Plan:

In 1992, in the wake of the October 1991 Spokane Fire Storm, the Washington State Legislature directed the creation of a Washington State Fire Services Resource Mobilization Plan. The State Fire Defense Board (now the State Fire Defense Committee of the State Fire Protection Policy Board) was formed with representatives from nine regions across the state to develop and recommend adoption of the Plan to the State Fire Protection Policy Board for inclusion in the state Comprehensive Emergency Management Plan (CEMP). This Plan is an appendix to ESF-4 (Firefighting) of the CEMP.

The first formal adoption and approval of the Plan was completed in July 1994, only a few days before the major mobilization to Chelan County for the Tyee and Leavenworth Fire Complexes. The Plan proved effective in meeting the operational and financial demands of the Chelan County mobilization (which incidentally brought to light deficiencies in the Plan).

The Fire Defense Committee continues today with members from the Washington Department of Natural Resources, Washington State Patrol, Washington Emergency Management and the Washington Fire Service.

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## Section 4

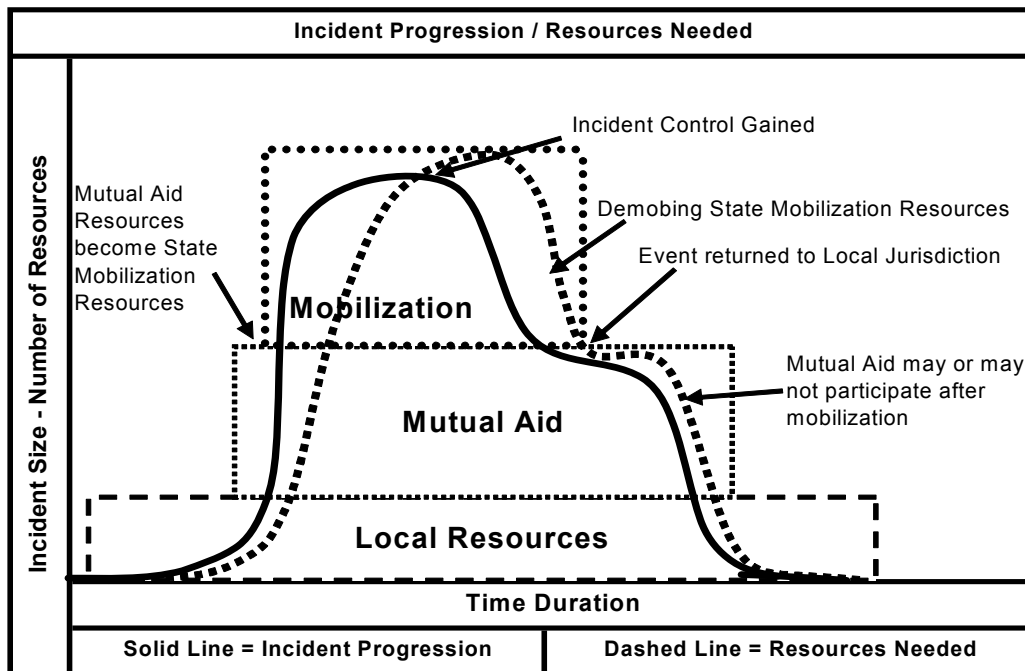
### State Fire Resources

#### Mobilization Stages and Responsibility

#### 2005 Mobilization Plan

The graph below reflects a developing incident starting with:

- Local Jurisdiction Response.
- Mutual Aid Resource Response.
- State Mobilization Resource Response, Incident Control Gained.
- Demobilization and Return of Incident to Local Jurisdiction.



The local jurisdiction responds utilizing Local Resources ( — — ). This jurisdiction will remain involved in the event through its duration, regardless of its magnitude. If the event is within the capabilities of the local jurisdiction, it will be handled by that jurisdiction exclusively. (**Section 8; Roles and Responsibilities – Local Jurisdictions.**)

Mutual aid is invoked when a local jurisdiction cannot contain or control an incident using its own resources. Mutual aid resources (••••••••) will augment the local jurisdiction according to mutual aid agreements. (**Section 5; Mutual Aid.**)

In most situations, mutual aid resources when combined with the other local assets can achieve incident stabilization and control. If the event overwhelms available local and mutual aid resources, mobilization can be requested. (**Section 6; Requesting State Mobilization.**)

State Mobilization ( •••••••• ), when authorized, represents the mobilization of fire service resources across the state. Once approved, all local and mutual aid resources utilized at the incident become part of the mobilization process and are reimbursed as a result of State Mobilization. (**Sections 8, 9, 10; Roles and Responsibilities, Local Jurisdictions, Fire Defense Regions and State Agencies**)



**Section 4**  
**State Fire Resources**  
**Mobilization Stages and Responsibility**  
**2005 Mobilization Plan**

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## Section 5 Mutual Aid Requirements

### 2005 Mobilization Plan

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The Plan provides for State Mobilization when a local fire jurisdiction and/or region has expended, or will expend, all available local and mutual aid resources in attempting to manage fires, disasters, or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property.

#### **State mobilization is not a replacement for local mutual aid.**

Mutual aid agreements provide for rapid assistance from neighboring fire jurisdictions to meet the immediate requirements of an emergency situation demanding resources beyond those available from the local jurisdiction. Rapid intervention by mutual aid resources can secure control over an emergency incident that may otherwise continue to escalate.

Mutual aid is an essential element of local fire protection.

- All local fire protection jurisdictions are encouraged to participate in mutual aid agreements.
- Regional mutual aid agreements are encouraged.
- At a minimum, mutual aid agreements should encompass all adjacent fire jurisdictions, including those in other counties, regions, or states as applicable.

#### **Provisions of Statute**

“Mobilization” means that fire-fighting resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. During a large-scale emergency, mobilization includes the redistribution of regional or statewide fire fighting resources to either direct emergency incident assignments or to assignment in communities where fire-fighting resources are needed (**RCW 43.43.960**; emphasis added)

- **“Assignment in communities where fire fighting resources are needed”**  
“Assignment in communities where fire fighting resources are needed” is a provision intended to allow for area or regional redistribution of resources to maintain minimum community fire protection and optimal utilization of local and regional resources at the emergency incident (taking advantage of local apparatus capabilities, local personnel training and experience, and local community resource commitment.) An Incident Commander, Area Commander, or State Fire Marshal may assign available mobilized resources to achieve basic minimum local fire protection in communities that are under protected because of their deep commitment of resources to the major emergency incident(s). The concept is one of wider and deeper move-up of fire resources, and by doing this, resources are assigned as required to both incident and coverage needs. This provision is not to be construed as authorization for backfill apparatus except as it may make critical or specially qualified resources available for mobilization.
- This Plan is intended to serve as a written Statewide Mutual Aid Plan, which allows for reimbursement and compensation of responding jurisdictions anytime mobilization is authorized.



## **Section 5**

### **Mutual Aid Requirements**

#### **2005 Mobilization Plan**

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## Section 6 Requesting State Mobilization

### 2005 Mobilization Plan

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#### Authority to Request State Fire Resources Mobilization

The Fire Chief of the local fire protection jurisdiction has the authority to request state fire services resource Mobilization:

The request shall be processed as specified in the Regional Plans.

**Question:** *Can an Incident Commander of an Incident Management Team make a request for Mobilization if acting under a signed delegation of authority?*

**Answer:** *No, the Incident Commander would still need to work with the Fire Chief of the local fire protection district to make this decision.*

#### Conditions for Requesting State Fire Resources Mobilization

State mobilization can be requested when a local fire jurisdiction has expanded or will expend all available:

- Local resources
- Mutual aid resources

When attempting to manage fires, disasters or other events that jeopardize the ability to provide for the protection of life and property.

Provided that:

- The fires, disaster or other event is within a local jurisdiction boundary, or
- Imminently threatening the jurisdiction, and
  - Identified trigger points are (see definitions section) established and reached

Regional Fire Defense Plans shall provide for incident and resource situation and status tracking to assure that the Regional Fire Resource Coordinator is aware of developing situations.

**Question:** *If a fire is burning on lands protected by the Department of Natural Resources or a federally protected property can Mobilization be requested?*

**Answer:** *No, not unless the fire is threatening a local fire jurisdiction. Mobilization could only be authorized once the local jurisdiction's resources are expended and other pre-identified trigger points are met.*

## Section 6

### Requesting State Mobilization

#### 2005 Mobilization Plan

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#### When Request May Be Denied

Request for Mobilization may be denied if the Chief of the Washington State Patrol, in consultation with the State Fire Marshal or Regional Coordinator or Chair of the Fire Defense Committee, determines:

1. The local fire chief has not exhausted local resources and those of mutual aid agreement agencies; or,
2. There is no immediate threat to life and property;
3. The fire, disaster or other event is of a nature that the resources provided by implementation of the Plan could not be used or would be ineffective in mitigating the situation.

#### Unprotected Areas

State fire resources mobilization shall not be used to obtain fire protection resources for geographical areas with no local fire protection authority (i.e., unprotected areas, sometimes referred to as “No Man’s Lands”) or for the protection of structures in such areas, except as necessary to assist a local fire protection jurisdiction in confining a threatening fire or other hazard outside its exposed jurisdictional area.

#### Proactive Implementation of State Fire Resources Mobilization

Planned or emerging events may result in an emergency or disaster situation that could exceed the capabilities of local and mutual aid resources, thus requiring state mobilization. Proactive mobilization may be used to provide resources that increase the fire service capability necessary to meeting the management and control objectives for the event. In a proactive mobilization request, the same process should be used as in a normal mobilization request. Conditions for approval may be imposed.

Information that may be requested for a proactive mobilization would include:

- Credible threat assessments – intelligence information
- Forecasted severe weather or other natural event
- Known lack of available resources and personnel
- Reimbursement of host jurisdiction costs may not be reimbursed

## Section 6 Requesting State Mobilization

### 2005 Mobilization Plan

Responsible Party	Step	Cause/Action
<b>Local Fire Chief</b>	<b>1</b>	Fire, disaster, or other event that jeopardizes the ability of the jurisdiction and/or region to provide for the protection of life and property.
	<b>2</b>	Local and mutual aid resources have or will be expended.
	<b>3</b>	Contacts Regional Coordinator.
<b>Regional Coordinator</b>	<b>4</b>	Contacts Local Fire Chief, decision made based upon local and regional resources and status of incident to request Mobilization.
	<b>5</b>	Request Completed and faxed to State EOC.
	<b>11</b>	If authorized or denied, notifies the local fire chief.
<b>State EOC</b>	<b>6</b>	Receives the Mobilization Request – ensures that Regional Coordinator has been involved in process and notifies the WSP Liaison or designee.
<b>WSP Mobilization Coordinator</b>	<b>7</b>	Contact the Regional Coordinator to verify the request, current situation, and resources requested. A determination of what type of Incident Management Team is needed.
	<b>9</b>	If authorized, or denied, notify Regional Coordinator of decision.
	<b>10</b>	Call for a response team to State EOC, and staff to field.
<b>Chief of the Washington State Patrol</b>	<b>8</b>	Decision made in consultation with Governor's Chief of Staff.
<b>WSP EOC Response</b>	<b>12</b>	Will request resources closest to the incident.
<b>WSP Field Response</b>	<b>13</b>	Will issue resource order numbers for initial attack resources and assist the Local Fire Chief and incoming Incident Management Team as needed.



## **Section 6**

### **Requesting State Mobilization**

#### **2005 Mobilization Plan**

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## Section 7

### Roles and Responsibilities

#### Local Jurisdictions

#### 2005 Mobilization Plan

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The Plan was implemented to provide a mechanism and a procedure for reimbursement to state agencies and local firefighting jurisdictions that respond to help others in time of need or to a host fire district that experiences expenses beyond the resources of the fire jurisdiction while protecting lives, homes and property.

The success of the Plan is contingent upon local government (fire jurisdictions, law enforcement agencies, and emergency management officials), the Regional Coordinators, and the involved state agencies having a clear understanding of the Plan and local Regional Plans.

The local jurisdiction should maintain or provide:

- List of available resources,
- Copy of the Washington State Fire Services Resource Mobilization Plan,
- Contact procedures for the Regional Fire Resource Coordinator,
- Decision mechanism for sending resources, and
- Appropriate personal protective equipment.

#### Local Fire Chief

Upon determining that there is a fire, disaster, or other event and:

- All available local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property; and
- Available resources are inadequate to achieve incident stabilization and control, and additional fire resources are required; then
- Upon determining state fire services resource mobilization is necessary, make the request as specified in the Regional Plan, providing enough information to complete a Mobilization Request Form (**See Forms – Appendix M.**)

**Mobilization cannot pay for those resources ordered or utilized before the Mobilization is authorized.**

## Mobilization Approved – Preparation for receiving resources

### Communications

- Obtain all information on frequencies in use on the incident by all participating agencies.
- Obtain a list of all pertinent telephone numbers (land line, cellular and satellite) in use at the incident.

### Resource Support

Provide necessary and appropriate support for incoming state mobilization resources.

- ❑ Operations Support (provide as many as possible):
  - ❑ Incident check-in
  - ❑ Staging personnel
  - ❑ Resource Tracking – ability to track initial attack personnel / equipment
  - ❑ Guides, maps, etc. as required
- ❑ Logistics Support (provide as many as possible):
  - ❑ Food
  - ❑ Shelter
  - ❑ Fuel
  - ❑ Emergency Public Information

Other support resources:

- County or city Department of Emergency Management
- State Emergency Management Division
- Department of Natural Resources

**Question:** *Now that I've requested Mobilization, what should I do first?*

**Answer:** *Assign someone who is detail orientated to complete the above task. When establishing a Base Area, it needs to be of sufficient size to hold no less than 200 persons and equipment. Have directions and phone numbers if available. Think of places like schools, State Parks, and fairgrounds, not wide spots in the road.*



## Section 7

### Roles and Responsibilities

#### Local Jurisdictions

#### 2005 Mobilization Plan

**Question:** *The Plan states units will be self sufficient for 24 hours; however, the initial attack resources need food and water until the mobilization units arrive. Can I feed the initial attack personnel?*

**Answer:** *Yes, it is best to find a restaurant, store, or deli that can prepare sack lunches for personnel currently on the line. By utilizing local resources you can obtain the food sooner. Prior to ordering the food, call the State EOC for a resource order number.*

#### Resource Tracking of Initial Attack Resources

The host jurisdiction is responsible for maintaining a tracking system, from the beginning of the incident, for all local and mutual aid resources.

Utilize ICS Form 201, Incident Briefing Form. Provide the completed ICS 201 form to the Mobilization Incident Commander (**See Forms – Appendix M.**)

The WSP field staff will need this information and will issue resource order numbers to the initial attack personnel and equipment.

**Question:** *What information is needed?*

**Answer:** *Local resources will need to be tracked by Engine # or Personnel position, Engine or Tender Type, with department and personnel names assigned to each.*

Resource Number	Engine # Personnel Position	Engine - Tender Type	Department	Personnel
	# 34	Engine - 1	Douglas # 2	Smith, John
				Jones, Gary
				Paulson, Peter
	# 45	Engine - 3	Douglas # 6	Wright, Tom
				Wright, Barbara
	# 45 A	Tender - 2	Douglas # 6	Smith, Joe
	I/C		Chelan # 4	Hanford, Bob

### **Mobilization Approved – Jurisdictions Providing Resources**

After mobilization is approved, the resources that will be utilized at the incident need to meet the following minimum requirements:

- **Time Commitment**

Every attempt will be made to release initial attack resources within 72 hours.

Mobilization assignment may be up to 14 days inclusive of travel.

Notice (minimum of 24 hours) of the intended crew change must be provided to the Incident Commander and approved.

Crew Changes must be coordinated to occur during unassigned incident time.  
Note: there are limitations on the reimbursement of costs incurred in making crew changes (**See Personnel – Crew Change; Section 14.**)

- **Other Agency Requests for Fire Resources**

Resources ordered by an outside agency (e.g., DNR or USDA Forest Service) may not “switch” to state mobilization status if the incident later requires state mobilization resources.

- **Personnel**

Mobilized personnel must be:

Minimum of 18 years old;

Trained, qualified, and experienced in the positions for which they are mobilized;

Fully equipped with required personal protective equipment (PPE) and safety equipment; and

Physically conditioned and fit to perform the tasks assigned.

- **Apparatus**

Appropriate and serviceable units:

Utilize Forest Service Optional Form 296 Vehicle/Heavy Equipment Safety Inspection Checklist as a guide.

Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit at any time.

### **Private Contract Fire Resources**

Private contract fire resources may enter into an agreement with a local fire protection jurisdiction and under the terms and conditions of that agreement, become a resource of that jurisdiction. These private contract resources may then be mobilized as fire protection jurisdiction resources.

In such a case, the contracted resource is seen and identified as a resource from the local fire protection jurisdiction. The Plan governs all practices, payment conditions, and rates, just as it does for all other state mobilization resources.

### **Public Agency Resources**

State mobilization may enter into a contract with any Washington public agency to provide critical resources in support of mobilization when those resources are not available from fire service agencies.

When entering into a contract all requirements, benefits and guidelines of the Plan apply the same as a fire service agency. This would include rates of pay, compensable hours, backfill and mileage rates, etc.



**Section 7**  
**Roles and Responsibilities**  
**Local Jurisdictions**  
**2005 Mobilization Plan**

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## Section 8

### Roles and Responsibilities

#### Fire Defense Regions

#### 2005 Mobilization Plan

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#### Regional Coordinator:

- Maintain current Regional Fire Resource Lists
- Serve as point of contact for the Region
- Provide 24 hour point of contact for resource requests
- Know local jurisdiction roles and responsibilities.
- Develop and maintain a Regional Fire Defense Plan approved by the State Fire Defense Committee. Each regional plan must:
  - Meet the basic requirements for a Regional Fire Defense Plan as prescribed by the State Fire Defense Committee (**See Regional Fire Defense Plan Review and Update Schedule – Appendix F.**)
  - Be compatible with the local mutual aid nets and other interagency or inter-local agreements for fire resource response.
  - Provide a communications plan for utilization within the region compatible with the state communications plan to ensure communications interoperability in the event of an in-region mobilization.
- Know how to contact the Washington State Military Department, Emergency Management Division, and be able to relay the necessary incident information for making a mobilization request. Utilize the Mobilization Request Form (**See Forms - Appendix M.**)

#### Host Region

The Regional Coordinator will:

- Consult with the Fire Chief to determine the status of the incident.
  - Status (size up.)
  - Duration or potential duration.
  - Complexity.
  - Special hazards.
  - Trigger Points (established ~ met.)
- Identify resources needed.
  - Type.
  - Number.
  - Reporting location and time.
  - Application.
- Assist in submitting the request for Mobilization.
- Assist the Office of State Marshal.
  - Staging.
  - Check-in.
  - Locating or scouting.
  - Assist in identifying initial attack resources.
  - Assist in writing Delegation of Authority.

## Section 8

### Roles and Responsibilities

#### Fire Defense Regions

#### 2005 Mobilization Plan

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#### Responding Regions: Regional Fire Resource Coordinator

- Utilize the Regional Fire Defense Plan and Regional Fire Resource List(s) to meet resource requests.
- Confirm to the WSP, Fire Protection Bureau within 1 hour that resources ordered can or cannot be filled.
- Provide responding resources with the assigned resource request numbers.
  - To be eligible for cost reimbursement, a responding jurisdiction must obtain the resource request numbers prior to responding.
- Ensure resources assemble and depart from home jurisdiction for regional assembly or incident within two hours of the request.

Note: Immediate need resources should respond immediately, without assembly of teams or other undue delay.

Note: Resources either not assembled or enroute within a reasonable amount of time as determined by the Mobilization Supervisor at the State EOC in consultation with the Regional Coordinator, may be cancelled or re-assigned. Resources cancelled under these circumstances will not be eligible for reimbursement.

- Ensure that the Strike/Task Force Team Leader has received a completed Mobilization Manifest Form (**See Forms – Appendix M**) from units within the group, and faxed a copy to the State EOC prior to departure.
  - Two copies of this multi-part form will be used for incident check-in.
- Resources dispatched to incident(s) as initial attack, secondary response, or mutual aid must be tracked by the Region.
- Provide input for the after-action report.

## Section 9

### Roles and Responsibilities State and Federal Agencies 2005 Mobilization Plan

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#### Washington State Patrol, Fire Protection Bureau

The State Fire Marshal is responsible to:

- Serve as the state fire resources coordinator when the Plan is enacted:
- Notify the Chief of the Washington State Patrol for approval of mobilization request:
- Assign a Mobilization Incident Commander to each state mobilization incident:
- Confirm with the host Regional Coordinator(s) that mobilization has been authorized:
- Promote the use of Incident Command System (ICS). The state of Washington has adopted the National Incident Management System (NIMS) for all situations where emergency mobilization is needed:
- Maintain resource coordination, tracking, incident timekeeping, verification, and other related fire resource allocation:
  - Obtain/confirm the current commitment of fire resources from the host region(s) to the incident:
  - Secure a commitment of resources from the nearest non-affected regions, utilizing the principle of “closest resources” should be adhered to insofar as possible:
  - Notify the requesting Regional Coordinator of the resources ordered and responding:
- Serve as the liaison to the Washington Emergency Management for the Washington Fire Service:
- Serve as the liaison with state and federal fire protection agencies, including Washington Department of Natural Resources, U.S. Forest Service, Bureau of Land Management, National Parks Service, U.S. Fish and Wildlife, and Bureau of Indian Affairs:



## Section 9

### Roles and Responsibilities

### State and Federal Agencies

### 2005 Mobilization Plan

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#### Washington State Military Department, Emergency Management Division

- Receive notice of the incident, the mobilization request with required supporting information (**Using Mobilization Request Form – Appendix M**) from the host Fire Chief/designee or Regional Coordinator, and provide the information to the WSP Mobilization Coordinator:
- Activate the State EOC as appropriate; notify other state agencies as necessary, of the incident:
- Assist the Washington State Patrol, Fire Protection Bureau in locating resources and logistical needs.

#### Washington State Department of Natural Resource

The Washington State Department of Natural Resources (DNR), is charged to protect forest lands and state trust lands. Due to the intermingling of urban and forest areas, the DNR participates in mutual aid with many fire districts. The DNR is available to assist with regular forces during initial attack.

Through the Plan, the DNR is capable of mobilizing a substantial response that includes communications equipment, kitchens, and air support. DNR is responsible for dispatching of the five Washington Interagency Incident Management Teams.

#### United State Forest Service (USFS)

The U.S. Forest Service is responsible for protecting forest lands under federal management. Due to the intermingling of urban and forest areas, the U.S. Forest Service participates in mutual aid with many fire districts.

#### Bureau of Land Management (BLM)

The U.S. Bureau of Land Management protects federal lands other than forest. The BLM provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

#### Bureau of Indian Affairs (BIA)

The U.S. Bureau of Indian Affairs protects Indian Reservation lands. The BIA provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.



### Command and Control Objective

Establish responsibility for overall command and control of state mobilization resources. All incidents for which state fire resources mobilization is requested and authorized must be managed and operated using the NIMS (National Incident Management System) Incident Command System.

### Mobilization Incident Command

The State Fire Marshal shall assign a mobilization Incident Commander to each state mobilization incident. A state mobilization may be under the command of a:

- Washington State Type 2 Incident Management Team.
- National Type 1 Incident Management Team.
- Local Regional Type 3 Incident Management.
- Unified Command, local Incident Commander with a Type 1, 2, or 3 Incident Commander.

**Until a Delegation of Authority is enacted, an incoming Incident Commander does not have the authority to assume command.**

### Delegation of Authority

A Delegation of Authority between the local jurisdiction(s) and the incoming Incident Management Team will be required.

The local jurisdiction is considered as the Agency Administrator, but does not have the legislative authority to spend state funds. This does not diminish the local jurisdictions' ability to set terms and conditions of an Incident Commander to protect life and property.

A Delegation of Authority is a written transfer of authority vesting the Incident Commander with the control and management of the incident in accordance with terms and conditions established by the delegating local jurisdiction and State Fire Marshal.

A Delegation of Authority defines the scope of authority granted to the Mobilization IC and the relationship with the local IC or local/region Incident Management Team and may specify a unified command.

By statutory provision:

Upon implementation of state fire mobilization, the host district resources shall become state fire mobilization resources consistent with the fire mobilization plan. **(RCW 43.43.961(4)).**

The Mobilization IC will work in cooperation with the authorities of the local jurisdiction(s) to ensure that local policy, as established by the local agency administrator(s), and priorities for

## **Section 10 Command and Control**

### **2005 Mobilization Plan**

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control are complied with insofar as possible. (For a model Delegation of Authority, **See Delegation of Authority Appendix D or Sample Delegation Form – Appendix M.**)

The Delegation of Authority, once signed, shall be faxed to the State EOC at (253) 512-7234.  
**Roles and Responsibilities of the Mobilization Incident Commander**

The paramount responsibility of the Incident Commander is to ensure that state mobilization resources are matched to incident requirements (i.e., that state mobilization resources are deployed and utilized in keeping with their training, experience and abilities) under the direction of qualified command, thereby ensuring effective and safe operations.

The Incident Commander has the authority to assign, reassign, and demobilize resources in keeping with this mandate.

In support of these responsibilities, the MIC:

- Fills the Mobilization Overhead Team, as deemed necessary:
- Joins unified incident/area command as the Incident Commander for all state mobilization resources:
- May assume overall incident command responsibility and authority under a Delegation of Authority, in which event the Incident Commander:
  - Works in cooperation with the authorities of the local jurisdiction(s) to assure that local fire policy and priorities for control are complied with insofar as possible:
  - Establishes incident/area priorities and objectives:
  - Determines strategies:
- Provides coordination and communication between local jurisdiction(s), State Fire Marshal's Office and the incident:
- Ensures that state mobilization resources are matched to incident requirements:
- Orders, assigns, and demobilizes state mobilization resources as necessary to support incident objectives:
- Coordinates and supports the Area Command Authority if established:
- Collaborates with the Regional Coordinator on critical issues concerning fire resources:
- Interfaces with multi-agency command at the incident:
- Directs the Planning Section to provide the demobilization lists to the designated dispatch center prior to the Incident Management Team's departure from the incident:
- Provides input for the after-action report to the State Fire Marshal's Office;
- Ensures that the origin and cause of the fire is determined, and if found to be other than of natural cause, ensures that the cause of the fire is fully investigated by the jurisdiction having authority.

### **Area Command**

When several incidents are on-going simultaneously, there may be a need for a mobilization Area Command. The State Fire Marshal as the statutory Resource Coordinator can establish a Mobilization Area Command to prioritize mobilized resources.

If a non-mobilization multi-agency Area Command is established, the State Fire Marshal's Office will continue to dispatch, track and reimburse mobilized resources for Mobilization events.

### **Training Assignments**

In recognition of the requirement for training and the need to qualify additional personnel for future Incident Management Team assignments (as alternates, additions, or replacements), personnel may be mobilized by the State Fire Marshal's Office. Trainees will be assigned from an established list of qualified Washington Fire Service personnel.

### **Air Operations Procedures**

Air operations (attack, observation, and support) at all state mobilization incidents shall conform to the rules and procedures for air operations as adopted by the Washington State Department of Natural Resources.

### **Logistical Support**

The Mobilization Incident Commander has the authority to procure the logistical support required to sustain the resources mobilized under state mobilization.

### **Contracts**

For the efficient and expeditious acquisition of required resources of any kind, the Incident Commander or Finance Section Chief may authorize emergency contracts with vendors.

Other vendor contracts will need prior approval of the State Fire Marshal's Office. This process minimizes the potential for error or delay in obtaining critical resources or paying costs. This provision shall not be used to circumvent the prescribed usual resource acquisition process.

### **Ground Support Unit**

A Ground Support Unit shall be established for the initial support of state mobilization resources.

## **Communications**

Communication links are vital and must be ensured (**See Communications – Appendix L.**)

- The VHF radio spectrum will be primary on state fire mobilization incidents.
- All state mobilization resources must bring a programmable VHF radio or obtain one from the incident prior to deployment.
- All units of a strike team/task force and leader must have common communications other than REDNET (153.830 MHz) or OSCCR (156.135 MHz), unless otherwise specified in the Incident Communications Plan.

## Section 11 Resource Configuration

### 2005 Mobilization Plan

#### Resource Configuration

When referring to resources, the current NWCG Typing and Washington State Association of Fire Chiefs Rate Schedule will be applied.

<b>Structural Engines</b>					
Engine Type	Use	Pump Rate GPM	Tank Capacity Gallons	Minimum Staffing	Maximum Staffing
<b>1</b>	Structure	1,000	400	3	4
<b>2</b>	Structure	500	400	3	4

<b>Wildland Engines</b>					
<b>3</b>	Wildland	120	300	2	3
<b>4</b>	Wildland	70	750	2	3
<b>5</b>	Wildland	50	500	2	3
<b>6</b>	Wildland	50	200	2	3
<b>7</b>	Wildland	20	125	2	3
<b>Interface Attack**</b>	Interface	250	500	3	4

\*\*Interface Attack must have ladders, air packs, structural and wildland hose, and hand tools.  
(See Definitions in Appendix C)

<b>Water Tenders</b>					
Engine Type	Use	Pump Rate GPM	Tank Capacity Gallons	Minimum Staffing	Maximum Staffing
<b>1</b>	Tender	300	5,000	1	2
<b>2</b>	Tender	200	3,500	1	2
<b>2</b>	Tender	200	2,500	1	2
<b>3</b>	Tender	200	1,000	1	2

<b>Aerial Ladder</b>				
<b>N/A</b>	Aerial	Ladder under 75'	4	5
<b>N/A</b>	Aerial	Ladders over 75'	4	5
If Elevated Stream, Platform or Snorkels are requested, minimum and maximum staffing will be the same as defined for an Aerial Ladder in this section.				

## Section 11 Resource Configuration

### 2005 Mobilization Plan

Emergency Medical Service Units				
Type	Description	Minimum Medical Certification	Minimum	Maximum
Non-Transport	BLS AID Unit per (WAC 246-975)	2 EMTs	2	2
	ALS AID Unit	1 EMT / 1 Paramedic	2	2
Transport	BLS Ambulance Unit	2 EMTs	2	2
	ALS Ambulance Unit	1 EMT / 1 Paramedic	2	2

#### Staffing Levels

Equipment responding to a Mobilization incident must be staffed at either the minimum or maximum level as identified above. This does not apply to initial attack by a host agency or mutual aid response prior to mobilization being declared.

#### Strike Team

A Strike Team is five of the same kind of resource, with common communications and a leader.

- Structural Strike Team: 5 Structural Engines (Type 1 or 2)  
1 Strike Team Leader
- Wildland Strike Team: 5 Wildland Engines (Types 3, 4, 5, and 6)  
1 Strike Team Leader
- Tender Strike Team: 5 Water Tenders (Type 1, 2, and 3)  
1 Strike Team Leader

#### Task Force

Mobilization resources can be configured in any combination of single resources, within the span of control, assembled for a particular tactical need, with common communications and a leader.

Specific Task Force configurations:

- Urban Task Force: 4 Structural Engines (Type 1 or 2)  
1 Aerial ladder  
1 Task Force Leader
- Rural Task Force: 3 Structural Engines (Type 1 or 2)  
2 Water Tenders (Type 1, 2, and 3)  
1 Task Force Leader

## **Section 11**

### **Resource Configuration**

#### **2005 Mobilization Plan**

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Interface Task Force:	2 Structural Engines (Type 1 or 2) 2 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Task Force Leader
Wildland Task Force:	4 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Task Force Leader
EMS Task Force:	3 ALS Ambulances 2 BLS Ambulances 1 Task Force Leader

The intent of defined task force configuration is to allow resources to be configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined and may be made up at an incident from resources available to meet situational needs.

#### **Modules**

Module ordering configuration is a new process in which resources can be ordered. Modules are intended for quick order processing of a large number of resources.

Wildland Module:	5 Wildland Task Forces 1 Division Group Supervisor
Interface Module:	5 Interface Task Forces 1 Division Group Supervisor 1 Structural Protection Specialist
Urban Module:	5 Urban Task Forces 1 EMS Task Force 2 Division Group Supervisors



## Section 11 Resource Configuration

### 2005 Mobilization Plan

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## Section 11 Resource Typing

### 2005 Mobilization Plan

**Type 1 Engine**



**WSU / Pullman Fire Department**

**Type 1 Engine**



**Spokane County Fire District # 9**

**Type 1 Engine**



**Lewis County Fire District # 12**

**Type 2 Engine**



**Chelan County Fire District # 1**

**Interface Attack**



**Spokane County Fire District # 9**

**Interface Attack Engine**



**Yakima County Fire District # 12**

**Type 3 Engine**



**Benton County Fire District # 1**

**Type 3 Engine**



**Chelan County Fire District # 1**

The section is intended to show the variety of equipment by types that may be available during an incident. Equipment shown may not be the same as typed. Typing engines requires knowing tank capacity and pump rate. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

## Section 11 Resource Typing

### 2005 Mobilization Plan

**Type 4 Engine**



**Clallam County Fire District # 3**

**Type 5 Engine**



**Thurston County Fire District # 1**

**Type 5 Engine**



**Clallam County Fire District # 3**

**Type 6 Engine**



**Clark County Fire District # 11**

**Type 6 Engine**



**Spokane County Fire District # 4**

**Type 7 Engine**



**Mason County Fire District # 2**

**Jeep with Plow**



**Spokane County Fire District # 9**

**Type 2 Tender - 2,500 gallons tank capacity**



**Thurston County Fire District # 1**

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## Section 11 Resource Typing

### 2005 Mobilization Plan

**Type 2 Tender - 2,500 gallons tank capacity**



**Mason County Fire District # 2**

**Type 2 Tender - 2,500 gallons tank capacity**



**Spokane County Fire District # 10**

**Type 3 Tender**



**Mason County Fire District # 3**

**Type 1 Ladder Truck (under 75 feet)**



**Spokane County Fire District # 9**

**Type 2 Ladder Truck (Greater than 75 feet)**



**Seattle Fire Department - Steve Crothers**

**Type 2 Ladder Truck (Greater than 75 feet)**



**Seattle Fire Department - Steve Crothers**

**Type 2 Ladder Truck (Greater than 75 feet)**



**Seattle Fire Department - Steve Crothers**

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## Section 11 Resource Typing

### 2005 Mobilization Plan

#### Support Trailer



**Spokane County Fire District # 9**

#### Support Trailer



**Douglas County Fire District # 2**

#### Support Vehicle



**Spokane County Fire District # 4**

#### Support Vehicle



**Lewis County Fire District # 12**

#### Rescue Vehicle



**Seattle Fire Department - Steve Crothers**

#### Rescue Vehicle



**Spokane County Fire District # 9**

#### Rescue Vehicle



**Lewis County Fire District # 12**

#### Rescue Vehicle



**Island County Fire District # 3**

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## Section 11 Resource Typing

### 2005 Mobilization Plan

#### Mass Casualty



Seattle Fire Department - Steve Crothers

#### Power Unit



Seattle Fire Department - Steve Crothers

#### ARFF



Yakima Fire Department

#### Communications Unit



Clark County Fire District # 13

#### Command Post



Island County Fire District # 3

#### Command Post



Seattle Fire Department - Steve Crothers

#### Command Vehicle



Yakima County Fire District # 12

#### Command Vehicle



Spokane County Fire District # 9

The section is intended to show the variety of equipment by types that may be available during an incident. Equipment shown may not be the same as typed. Typing engines requires knowing tank capacity and pump rate. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

## Section 11 Resource Typing

### 2005 Mobilization Plan

#### Water Rescue



Pierce County Fire District # 22

#### Water Rescue



Clark County Fire District # 6

#### Retardant Reloading Station



Benton County Fire District # 1

#### Single Engine Air Attack (SEAT) Summer Only



Benton County Fire District # 1

#### Haz-Mat Unit



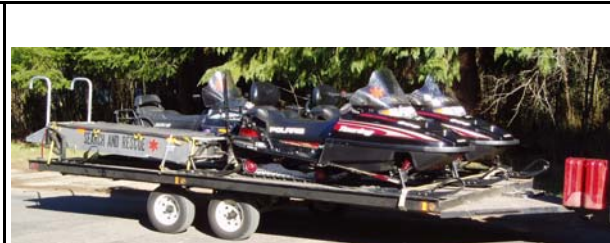
Tri-County Haz-Mat Team

#### Haz-Mat Unit



Seattle Fire Department - Steve Crothers

#### Rescue Snowmobiles



Clark County Fire District # 13

The section is intended to show the variety of equipment by types that may be available during an incident. Equipment shown may not be the same as typed. Typing engines requires knowing tank capacity and pump rate. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

### **Fire Mobilization**

Regional Coordinators maintain an awareness of those resources available within their region. When the State EOC is activated for a fire mobilization, the Regional Coordinators will be contacted twice daily, during conference calls (9 a.m. and 5 p.m.), to determine the status of equipment and personnel available for dispatch.

Utilizing the resource tracking form (**See Regional Availability Form - Appendix M**), the Regional Coordinator can either report their status verbally during the conference call or fax it to the EOC.

### **Resource Order Status System (ROSS)**

The Department of Natural Resources keeps track of those resources under its control using a national computer database system called ROSS. Currently this is not being used by Mobilization.

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## Section 13 Compensation Principles

### 2005 Mobilization Plan

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#### Principles

In accordance with the Plan, the Washington State Patrol will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident.

In the event that a state mobilization incident qualifies as a presidential or other federally declared disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible state mobilization expenses, even if all costs associated with the state mobilization incident are not eligible for federal reimbursement.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander in discussion with the Mobilization Coordinator of the Washington State Patrol, and Fire Protection Bureau, and will be mobilized according to this Plan.

#### Criteria for Payment

The Plan and its enabling law, **Title 43.43 RCW**, provide for reimbursement of costs to “fire jurisdictions” only. Support of state mobilization resources is an inherent requirement of state mobilization and its procurement is deemed to be within and essential to state mobilization. The cost of necessary support is therefore reimbursable as state mobilization costs.

#### Resource Order Authority

A resource request number shall be assigned to each mobilized unit or person to include overhead personnel, equipment, aircraft, crews, and supplies. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units but it is not, per se, an authorization for payment.

A resource request number is required for all resources. The Washington State Patrol Fire Protection Bureau will issue all resource request numbers.

#### Time Keeping Teams

When a mobilization event is authorized, it is imperative to have timekeepers that can accurately record personnel and equipment time. These records are used for reimbursement and accounting purposes. A pool consisting of personnel from the Washington Fire Service, local and state agencies that have received training in S-260 / S-261 and have experience in timekeeping will be selected to serve on the team. The size of the team will depend on the number of mobilization resources dispatched. Team membership has an expectation of being available for at least 72 hours.

**Section 13  
Compensation Principles**

**2005 Mobilization Plan**

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### Compensation of Personnel

**Fire agency personnel not compensated by their home agency** who are mobilized under the Plan will be hired and paid as short-term “exempt” employees of the Washington State Patrol, Fire Protection Bureau. References to “temporary” firefighters are based on the short-term nature of the employment with the Washington State Patrol, Fire Protection Bureau, not their employment status under the Washington Administrative Codes.

Temporary employment status with the Washington State Patrol, Fire Protection Bureau begins:

- At the time state mobilization is declared for those resources already on the incident; or
- Upon mobilization or assignment to a responding state mobilization resource holding an authorized incident resource request number.

Mobilized personnel do not receive state:

- Insurance Benefits (exception: Industrial Insurance provided thru L&I)
- Retirement
- Vacation
- Sick Leave
- Personal Holiday
- Holidays

Note: “Exempt” in this context refers to civil service law and does not have the same meaning as “exempt” under the Fair Labor Standards Act.

Employment status with the Washington State Patrol, Fire Protection Bureau ends at the time that the demobilized resource arrives back at its home station. Compliance with the following procedures in the event of personal injury to any personnel mobilized under the Plan is required.

**Rates:** Hourly rates will be defined by the Washington Association of Fire Chiefs Rate Schedule for the position assigned (**See Rates - Appendix N.**)

**Travel time:** (both ways) between the home fire agency (departure point) and the incident (**See Rates; Compensable Time - Equipment for calculating drive time – Appendix N.**)

**Time in assigned status (on-duty time):** Assigned hours are those in which the employee is assigned to duty on the incident according to the shift plan. Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in assigned staging, briefings, check-in, and demobilization. Not included in compensable or reimbursable hours are unscheduled hours for meals, sleep time and unassigned hours when no scheduled work is assigned.

## Section 14 Personnel Compensation

### 2005 Mobilization Plan

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During non-compensable/non-reimbursable hours, employees not assigned to work or on standby can leave base camp and are free from duty.

**Standby Hours:** Personnel will be compensated for hours up to one operational period while waiting to be assigned. These hours are calculated for each 24-hour period after check-in for employees who have not been assigned to the incident. These hours do not apply to travel time to and from the incident.

**Non-Compensable Time:** Time when an individual is not on assigned duty and free to leave the area, which may include eating and sleeping periods.

1. Time required for vehicle/equipment servicing or maintenance.
2. Crew change travel time (either direction.)
3. Out-of-Service time (i.e., unit decommissioned or broken down.)
4. Daily briefings. Only the Strike Team/Task Force Leader will be compensated for attending.

#### **Work Rest and Length of Assignment:**

**Initial and Extended Attack:** Within the initial 48-hour period, for initial attack and extended attack operations, work and rest periods may vary in length. Full 2:1 work to rest ratio must be accomplished. This requires a minimum of 16 hours rest spread over the next 48 hours.

Shifts exceeding 16 hours, including travel time, shall be approved in writing by the Incident Commander. Mitigation measures shall be employed to achieve compliance with 2:1 work to rest ratio policies.

**Overtime:** All hours worked in excess of 40 hours each work week shall be paid at one and one-half times the regular rate. The work week begins at the time the person leaves his/her home jurisdiction and continues for seven consecutive 24-hour periods.

## Section 14 Personnel Compensation

### 2005 Mobilization Plan

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**Personnel Compensated by Their Home Agency** who are assigned to a state mobilization will continue to be employees of that agency at all times. Fire agency reimbursement of personnel costs includes the following:

1. **Regular Hours:** All hours regularly scheduled at their home agency for personnel assigned to a mobilization incident. These hours will be calculated the same as the agency calculates their regular hours for days scheduled for duty at their regular hourly rate. (Example: 8, 10, 12, or 24 hours scheduled duty days.)
2. **Overtime Hours:** Overtime hourly rates for personnel assigned to a mobilization incident for overtime hours worked. Overtime hours are those hours not regularly scheduled to work at their home agency and are assigned on the incident action plan.
3. **Assigned Hours:** Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in staging, briefings, check-in, and demobilization. When resources are assigned to "Standby" in Base Camp for initial attack or emergency deployment to the field, even though they are not assigned to the Incident Action Plan, all hours will be reimbursable. This condition requires the approval of the Operations Section Chief and the signature of the Division Supervisor on the crew time report. Not included for reimbursement are unscheduled overtime hours such as meals, sleep time, and unassigned hours. During unassigned hours, personnel can leave base camp and are free from duty.
4. **Backfill:** The fire agency will be reimbursed the overtime premium differential for positions which require replacement staff for those personnel assigned to mobilization. Only regularly scheduled hours are eligible for backfill consideration. (See example.)

**Work Rest and Length of Assignment, Initial and Extended Attack:** Within the initial 48-hour period, for initial attack and extended attack operations, work and rest periods may vary in length. Full 2:1 work to rest ratio must be accomplished. This requires a minimum of 16 hours rest spread over the next 48 hours.

Shifts exceeding 16 hours, including travel time, shall be approved in writing by the Incident Commander. Mitigation measures shall be employed to achieve compliance with 2:1 work to rest ratio policies.

**Question:** *If I am scheduled to work a 24-hour work day (7 a.m. to 7 a.m.) on Monday and I am called to respond to a State Mobilization event at noon, and continue working on my days off, Tuesday and Wednesday returning home at 6 p.m., how many overtime hours am I entitled to?*

**Answer:** *In this case, Mobilization will compensate your regular hours from noon on Monday until 7 a.m. on Tuesday. Since Tuesday and Wednesday are your days off, you will be reimbursed for the assigned hours. If on Tuesday you worked from 6 a.m. to 6 p.m., you are entitled to 11 hours of overtime. This is because from 6 a.m. to 7 a.m. you are still on your regular assigned shift. On Wednesday, you work from 6 a.m. to noon at the event and are demobilized and travel time*

## Section 14



### Personnel Compensation

#### 2005 Mobilization Plan

*home places you back at your home station at 6 p.m., you will be compensated for 12 hours of overtime.*

Example Shift from Question – Previous Page				
Monday		Tuesday	Wednesday	
Scheduled Shift: 0700 Monday to 0700 Tuesday		Day Off	Day Off	
Respond to Mobilization at Noon		Assigned 0600 to 1800	Assigned 0600 to 1200, demobed and travel time home.	
Hours Compensable by Mobilization				
Day	Hours	Regular	Overtime	Total
Monday	Noon to Midnight	12	0	12
Tuesday	Midnight to 7am	7	0	7
Tuesday	0700 - 1800	0	11	11
Wednesday	0600 - 1200	0	6	6
Wednesday	1200 – 1800	0	6	6
Total		19	23	42

**Home Agency Replacement Personnel – Backfill:** When a fire agency sends personnel who were scheduled to work, it may have a need to replace those personnel in order to provide support for those it protects. The term Backfill Personnel applies to those persons who come in on a non-scheduled work day and replace the person assigned to the Mobilization event.

How Back Fill Works					
1) Agency has firefighter scheduled to work.		2) Agency allows firefighter to respond to a Mobilization Event at beginning of shift.		3) Agency calls in a firefighter who is not scheduled to work.	
	Agency has funds allotted for shift to be worked.	<b>No scheduled firefighter</b>	Mobilization covers cost of firefighter who left. Agency still has funds allotted for shift to be worked.		Since agency hasn't expended the allotted funding, Mobilization will pick up 1/3 of the cost for the Backfill Firefighter.
Firefighter who goes to mobilization is paid \$10 an hour. The agency has set aside \$240 dollars for the 24 hour shift.		Firefighters cost to agency of \$240 is reimbursed by Mobilization.		When the Firefighter is called in, he is paid at overtime rate. If this firefighter is paid \$10 an hour for regular time, then he/she is compensated at \$15 for overtime.	
Cost to Agency: \$240		Cost to Agency: \$ 0 Cost to Mobilization: \$240		Cost to Agency: \$360; Agency reimbursed 1/3 of \$360 = \$120 for overtime, \$240 for regular shift  Scheduled Cost to agency: \$240 Backfill Cost to Mobilization: \$120	
Total cost to agency for scheduled firefighter = \$ 240 Total cost to agency to send firefighter to Mobilization event = \$ 0 Total cost to Mobilization for firefighter sent to Mobilization Event = \$ 360 (\$240 regular shift + \$120 backfill) Total cost to agency for backfill firefighter = \$ 240					

## Section 14 Personnel Compensation

### 2005 Mobilization Plan

**Question:** Does Mobilization provide backfill on non-scheduled work days (days off)

**Answer:** No, backfill only applies to regularly scheduled shifts.

**Question:** When does the backfill time period end?

**Answer:** When the firefighter tasked to a Mobilization returns back home, the eligibility period ends.

**Returning Mobilized Firefighter who has been “Backfilled”:** When required to comply with local minimum staffing requirements, the overtime premium costs of a replacement firefighter filling for a firefighter tasked to a state fire mobilization are reimbursable (see above.) When the mobilized firefighter arrives back home, eligibility ends for any cost reimbursement (1) for that firefighter and (2) for the backfilling replacement firefighter. If the mobilized firefighter arrives home during his/her regular work shift, the expectation is that he/she will report for and return to work.

If the home fire agency chooses to allow the returning firefighter to go home (i.e., to his/her personal residence), rather than to return to work, it does so at its own expense and is not reimbursable.

**Total Cost of Compensation (TCC):** All personnel claims submitted (except for contractors) are required to utilize the TTC method. TCC compensates for a regular hourly wage plus benefits.

Example: How to calculate TCC			
Regular Time		Overtime	
Base Rate	\$ 24.00	Base Rate (x) 1.5	\$ 36.00
Social Security (Hourly rate if applicable)	\$ 0.00	Social Security (Hourly rate if applicable)	\$ 0.00
Medicare (Hourly %)	\$ 0.35	Medicare (Hourly %)	\$ 0.53
LEOFF / PERS (Hourly %)	\$ 0.60	LEOFF / PERS (Hourly %)	\$ 0.90
L&I Insurance (Actual Hourly Rate)	\$ 0.31	L&I Insurance (Actual Hourly Rate)	\$ 0.31
Shift Premium (If applicable)	\$ 0.00	Shift Premium (If applicable)	\$ 0.00
Medical/Dental	\$ 4.15	Medical/Dental	
Total Cost of Compensation Rate	\$ 29.41	Total Cost of Compensation Rate	\$ 37.73
Life insurance, Medical, Dental, Employee Assistance Programs and Disability Insurance is all included in the Medical/Dental Section and is applied only to the regular hour rate. While the overtime base rate may be 1.5 times more than the regular time, once benefits are added, this is no longer a true statement. Overtime TCC should always be <u>less</u> than 1.5 times the regular TCC rate.			

## Section 14 Personnel Compensation

### 2005 Mobilization Plan

#### Personnel Compensated by Either WSP or Home Agency:

##### Personnel – Crew Change

When accepting a dispatch to a Mobilization event, resources are required to stay until demobilized. If an agency wishes to replace a crew after 72 hours assigned to an incident it may do so; however only the following cost will be reimbursed:

- Cost of providing transportation for the crews to and from the event is reimbursable.
  - Driver's time (roundtrip) unless one of the crew members is changing out
  - Mileage cost (roundtrip)
- No time is allowed for any of the changing crewmembers.

Travel Time Compensated						
	Response to Event	Crew Change #1		Crew Change # 2		Demobilization from Event
	Travel In	Travel In	Travel Out	Travel In	Travel Out	Travel Out
Crew # 1	Yes		No			
Crew # 2		No			No	
Driver for Change #1		Yes	Yes			
Mileage		Yes	Yes			
Crew # 3				No		Yes
Driver for Change # 2				Yes	Yes	
Mileage				Yes	Yes	

**Question:** What does being paid only one-way-in, one-way-out mean?

**Answer:** The Plan does not compensate for changing personnel. One-way-in, One-way-out means just that. In the example above, Crew # 1 (initial response crew) is paid for travel time from home to event (One-way-in). Crew # 2 is not compensated for travel or from the event. Crew # 3 is compensated only for travel time home from event (One-way-out). The only personnel compensated are the drivers.



## **Section 14 Personnel Compensation**

### **2005 Mobilization Plan**

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#### **Incident Management Team Personnel**

Personnel assigned to an Incident Management Team are to be compensated consistent with the guidelines described in Section 14.

#### **Incident Time Off**

Any incident personnel may request non-compensated time off from the incident during unassigned time, subject to the approval of the Incident Commander. The compensable time reported for the incident shall specifically indicate any such time off, and it shall not be compensable or reimbursable as an agency cost.

#### **Support Personnel**

Fire agency costs for personnel working in a support role specific to the state fire mobilization effort, such as personnel responsible for coordinating the state mobilization effort for their jurisdiction, are reimbursable provided that such costs are above and beyond normal and usual fire agency cost. This does not include administrative support when calculating billing or reimbursement issues.

#### **Incident Support Personnel**

Those jurisdictions providing resources are not to send support personnel (i.e., paramedics or mechanics) with ordered resources. They will not be eligible for cost reimbursement, nor will they be given resource request numbers. Attempts to obtain resource request numbers for these personnel will be considered prima facia evidence of fraud (**RCW 9A.60.**)

#### **Engine Boss (Single Resource) or Driver Reimbursement**

Those persons wishing to be reimbursed by the Washington State Patrol for positions higher than Firefighter 2 will need to meet or exceed the standards as set out in PNWCG 310-1 Guide. This can be done with a valid firefighter certification or letter from the individual's chief indicating that he or she is qualified and for the position being assigned.



## **Section 14 Personnel Compensation**

### **2005 Mobilization Plan**

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## Apparatus Eligibility

Only those fire agency apparatus utilized in state mobilization, including structural firefighting units, required support units, and command vehicles will be compensated. Costs of privately owned vehicles are not a fire agency expense and are not eligible for reimbursement.

### Intent of Statute

**“When available”** The statute and the Plan both provide for the mobilization of resources “when available”. If an apparatus or equipment resource must be backfilled, then it is unavailable and is not to be mobilized. “When available” means that there is no requirement to provide fire resources in response to a state mobilization request and that no replacement or backfill apparatus will be provided to a local fire protection jurisdiction that has committed apparatus to a state fire resources mobilization. If a backfill apparatus is requested, the mobilized apparatus will be demobilized and returned as soon as possible; no replacement will be authorized.

### Compensation: Apparatus / Equipment

**Unlisted Rates:** Refer to the Department of Natural Resources for rates of other equipment not listed in the Washington State Association of Fire Chiefs Rate Schedule. The Finance Section Chief for the Mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized resources, including those with nominally listed (published) rates, provided that such negotiated rates, within reason and with facts in support, are documented and a copy attached to the claim (**See Rates – Appendix N**).

**Compensable Time (On-Shift)** will include reasonable travel from point of hire to the incident and return to the point of hire from the incident upon release; travel between the incident base and assigned work location; and for specifically directed work. Specific work includes, but is not limited to, assigned suppression work, assigned staging and/or readiness, and assigned support activities. Engines will not be compensated for more time than the crew operating the apparatus.

#### Example:

If a crew has 61 hours of time shown on the Crew Time Reports, the engine will only be compensated for 61 hours even if the Emergency Equipment Shift Tickets show more hours. Consideration will be taken if more than one crew is working at an incident with the same apparatus.

#### Exceptions:

- If equipment is brought to the fire, made available and subsequently hired, none of the travel to the incident and return is allowed. Daily travel will be reimbursed.
- Equipment that fails the pre-use inspection and is not in a safe and operable condition will not be reimbursed for travel and is not considered under hire.

## Section 15 Apparatus Compensation

### 2005 Mobilization Plan

- Time required for maintenance is not compensable.

**Time Keeping:** Equipment use shall be recorded by time unit personnel as follows.

**Hourly Rate** – to the nearest quarter-hour

**Mileage Rate** – nearest mile

**Travel Time:** Travel time is calculated at the mileage from home agency to incident divided by 45 mph. Computer programs such as Map Quest will be used to determine mileage. This calculation takes into consideration rest breaks and fueling. Excessive travel, unless otherwise documented will not be eligible for reimbursement.

#### Wet Rate

All apparatus and equipment are paid as a “wet rate”. A wet rate is inclusive of all fuel, oil, maintenance, repair, insurance, and incidental cost. These costs are paid by the owner and are not reimbursable.

#### Paid As Ordered

Units are paid based on the resource order. If a unit has the ability to operate in an upgraded capacity, and the assignment requires the unit to operate in the upgraded capacity, the unit will be compensated at the appropriate rate and the resource order will need to be revised.

Unit Ordered	Unit received:	Paid as:
2 x 4 Type 3 Engine	4 x 4 Type 2 Engine	2 x 4 Type 3 Engine
Wildland Engine	4 x 4 Type 3 Engine	4 x 4 Type 3 Engine
4 X 4 Type 5 Engine	2 x 4 Type 5 Engine	2 x 4 Type 5 Engine or rejected
Water Tender	2 x 4 Type 2 Tender 2,500 gallon	2 x 4 Type 2 Tender 2,500 gallon

#### Decommissioned (Out-of-Service) Units

The Ground Support Unit will coordinate and provide for the inspection of all state mobilized apparatus, which is to be scheduled for the first non-working period so that resource deployment will not be delayed.

Decommissioned units are out-of-service. Out-of-service apparatus are not eligible for any incident assignments or state mobilization payment until repaired and accepted by the Ground Support Unit. Personnel assigned to that unit are not eligible for compensation unless reassigned. Only an Incident Commander may overrule an out-of-service order issued by the Ground Support Unit.

## Section 15 Apparatus Compensation

### 2005 Mobilization Plan

#### Mileage and Daily Rate

Vehicles used for transportation to and from a mobilization event will be paid at the Washington State Travel Regulations and Rates. Vehicles used for transportation on the incident will be paid a daily rate or rate per mile, whichever is higher depending upon the type of vehicle.

#### Example:

A Strike Team Leader drives an SUV to an incident. He drives the miles as indicated on the Emergency Equipment Shift Ticket.

EMERGENCY EQUIPMENT SHIFT TICKET					
<small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>					
1. AGREEMENT NUMBER			2. CONTRACTOR (name)		
3. INCIDENT OR PROJECT NAME		4. INCIDENT NUMBER		5. OPERATOR (name)	
6. EQUIPMENT MAKE		7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
9. SERIAL NUMBER		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY <input type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)	
12. DATE MO/DAY/YR	13. EQUIPMENT USE				14. REMARKS (released, down time and cause, problems, etc.)
	START	STOP	HOURS/DAYS/MILES (circle one) WORK SPECIAL		
8/1/05			100 miles		
8/2/05			10 miles		
8/3/05			75 miles		
8/4/05			20 miles		
8/5/05			100 miles		15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. INVOICE POSTED BY (Recorder's initials)
<small>NSN 7540-01-119-5628 50037-102</small> <small>OPTIONAL FORM 297 (Rev. 7-90) USDA/USDI</small>					

The payment for this vehicle would be as follows:

Day	Miles	Rate	Subtotal	Guarantee
August 1, 2005	100	\$ 0.375	\$ 37.50	\$ -
August 2, 2005	10	\$ 0.375	\$ -	\$ 22.00
August 3, 2005	75	\$ 0.375	\$ 28.13	\$ -
August 4, 2004	20	\$ 0.375	\$ -	\$ 22.00
August 5, 2005	100	\$ 0.375	\$ 37.50	\$ -
	305		\$ 103.13	\$ 44.00

Note that on August 2 and August 4, 2005, the daily rate exceeds the mileage rate. The higher (daily) rate is then paid.

## Section 15 Apparatus Compensation

### 2005 Mobilization Plan

#### Mechanical Failure

The cost of mechanical or other physical damage repair is deemed to be included within the cost of the "wet rate" paid for apparatus. There is no reimbursement for these costs.

Examples:

- Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
- Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained running through fences) or major (e.g., body and fender damage).
- Cost incurred due to incidental loss or damage to apparatus, equipment, or personal property are not reimbursable.
- Cost of temporary replacement for lost or damaged apparatus, equipment, or personal property (e.g., rental expense) while permanent repairs or replacement are being pursued is not reimbursable.

#### Fuel / Oil / Maintenance Cost

Fuel, oil, and maintenance costs that are chargeable to state mobilization units will be deducted from the units' payment.

#### Compensable Time – Minimum Guarantee Engines

For engines, a minimum of 5 hours of "working" time will be paid per 24-hour period for firefighting apparatus, even if actual hours worked (assigned) is less, provided that the apparatus is in service (response ready). This minimum "working" time provision does not apply to travel days to or from the incident.

Date	22	23	24	<b>Example</b> This is an example where the five hour minimum is met for the 23 <sup>rd</sup> . The 22 <sup>nd</sup> and 24 <sup>th</sup> were travel days. The engine would be paid for 15 hours.
Hours	2	5	8	
Description	Travel to fire 1200 to 1400	Unassigned	Assigned @ 0600 and work until 1200 and 2 hours travel home	

#### Compensable Time – Minimum Guarantee – Mechanics

Guarantee is based on the mechanic, helper, and work truck being hired together for an incident. If the total time they are used is less than five hours, they will be paid at the guarantee rate. This applies only to mechanics/works trucks ordered by mobilization.

### **Rental Vehicles**

Those persons called to respond as a Division Group Supervisor or Strike Team Leader who do not have an agency owned vehicle available, may rent a vehicle to utilize on an incident. This requires:

1. Pre-authorization from the State Fire Marshals Office prior to renting.
2. The vehicle is rented under the home agency's name.
  - a. Agency responsible for:
    - i. Driver's actions.
    - ii. Tickets incurred (criminal or traffic).
3. The home agency pays the initial cost of the vehicle rental.
  - a. Reimbursement sought after the incident.
4. Fuel cost are reimbursed
  - a. Dated fuel receipts required to be submitted for reimbursement.

Vehicle rentals will be the exception when responding to a mobilization event.



## **Section 15 Apparatus Compensation**

### **2005 Mobilization Plan**

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## **Supplies**

Non-expendable supplies checked out from the incident supply unit must be returned prior to final demobilization and departure. The cost of supplies not returned, and for which there is no documentation attesting to fire loss, transfer, or other disposition, will be deducted from the unit payment.

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

## **Telephone Charges**

Allowable (reimbursable) telephone expenses include those calls made during the mobilization for incident business only. These calls would normally be made by members of an Incident Management Team, Strike Team Leaders, and Single Resource Bosses. Calls must be reasonable and prudent, limited calls between state mobilization resources and their home agency, e.g., brief daily status update (maximum 10 minutes per day). No personal use is reimbursable.

Claims must be submitted with all charges. Mobilization will reimburse only those minutes used per phone call, not the cost of the monthly service or special features. No special billings may be used in support of these costs. (Note: "special billing" charges the calls to State Mobilization).

No equipment resource order number will be issued for telephones other than installation at a camp. Cellular phones will use the Overhead or Equipment resource order number.

## **Travel**

Time spent traveling from home agency to an event and back is considered compensable time. Costs incurred while traveling may also be compensable. These are:

- **Per Diem**
  - Reimbursed for actual per diem expenses (receipts required).
    - Paid in accordance with Washington State Travel Regulations and Rates.
    - If food is provided at camp, no per diem expenses will be authorized.

Note: Compensation for meals can be claimed if travel time will be in excess of 6 hours and out of your home jurisdiction.

- **Personnel Accommodations**
  - Established camp accommodations for housing, feeding, and support of state mobilized personnel shall be used when provided.

## **Section 16 Other Mobilization Costs**

### **2005 Mobilization Plan**

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- Alternate accommodations may be utilized at the expense of the user. The cost for these alternate accommodations are not reimbursable.

#### **Other Expenses**

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

#### **Contracts**

Only the Finance Section Chief for the fire mobilization Incident Management Team, the Regional Coordinator, and State Fire Marshal shall have the authority to negotiate and enter into a payment arrangement for facilities, meals, and other costs associated with the incident.



## Section 17

### Reimbursement of Cost Incurred - Personal Injury

#### 2005 Mobilization Plan

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**Compliance with the following procedures in the event of personal injury to any personnel mobilized under the *Mobilization Plan* is required.**

#### **Notice of Injury to Medical Unit**

The Medical Unit is to be advised of any injury immediately. The Medical Unit will provide or arrange for the care of the injured person.

#### **Incident Report**

The injury must be immediately reported to the on-scene Division Supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the unit log and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the Personal Injury Notice (**See Forms – Appendix M**).

#### **Insurance Coverage**

Injuries sustained while in the employ of the Washington State Patrol, Fire Protection Bureau are covered under the Washington State Labor and Industries (L&I) insurance laws. Injuries sustained while in the employ of the home fire service agency are covered under the benefit programs provided by that agency.

#### **Personnel Compensated by the Washington State Patrol:**

#### **Injury Report to Washington State Patrol**

Immediately upon an employee of the Washington State Patrol, Fire Protection Bureau sustaining an injury, the Incident Management Team shall take the following actions:

1. Report the injury, within 24 hours, to the Washington State Patrol, Fire Protection Bureau at the State Emergency Operations Center: **(253) 912-4932**.
2. Complete and fax **(253-512-7234)** to the Washington State Patrol, Fire Protection Bureau, as soon as possible after the injury occurs, the following:
  - Personal Injury Notice (**See Forms – Appendix M**)
  - Medical Unit Report
  - Emergency Firefighter Time Report (Optional Form 288)
3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is:

**Washington State Patrol, Fire Protection Bureau  
PO Box 42600  
Olympia WA 98504**



## Section 17

### Reimbursement of Cost Incurred - Personal Injury

#### 2005 Mobilization Plan

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#### **Personnel Reimbursed by Home Agency: Injury Report to Home Fire Service Agency**

The following actions need to be taken immediately upon an employee of any fire service agency sustaining an injury:

1. Report the injury, within 24 hours, to the home fire service agency.
2. Complete and fax to the home fire service agency, within 24 hours after the injury occurs, the following:
  - Personal Injury Notice (**See Forms – Appendix M**).
  - Medical Unit Report.
  - Emergency Firefighter Time Report (Optional Form 288).
3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I (except LEOFF Plan 1 members) and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is that of the home fire service agency.

#### **Report to Home Fire Service Agency**

A full report of any reportable firefighter injury, including incident history, cause of injury, and action taken, shall be made to the home fire agency.

### Submittal of Claims

Claims must be submitted to the Washington State Patrol, Emergency Mobilization Section within 45 days of the end of the mobilization.

**Exceptions:** (i.e., late claims) will be reviewed on a case by case basis.

Agencies or persons with claims that may exceed the 45-day period need to submit a written request for exception with a detailed explanation for the exception.

### Claim Forms

Claims for expenses and reimbursement of costs incurred under state fire services mobilization are to be made utilizing the state mobilization forms (**See Forms – Appendix M**).

**Exceptions:** The Incident Finance Section will create the payment records for all apparatus and volunteer personnel. No agency records or expense claims are to be prepared for these.

### Records

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader, Strike Team or Task Force Leader. Unit time records for equipment and personnel must be submitted to the Incident Time Unit daily. Completed unit logs must be submitted to the Demobilization Unit prior to departure from the incident.

### Limitation of Claims

The cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of state mobilization activity will be paid, provided that such loss or damage was not caused by the willful misconduct, negligence, or bad faith of the claimant. The only costs that are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event or direct firefighting activity.

Examples:

- Losses incurred due to a “cut and run” order.
- Physical damage caused by falling debris from the fire.

### Appeal of Denied Claims

A denial of payment of costs may be appealed in writing to the Regional Fire Resource Coordinator within 30 days of the notice of the denial. The Regional Fire Resource Coordinator will seek to determine the facts of the claim and resolve the appeal. If resolution cannot be reached, the Regional Fire Resource Coordinator will take the appeal to the State Fire Defense Committee for review and recommendation.

### Review of Appeal

The State Fire Defense Committee will review appeals within 90 days of receipt and may request from the claimant such other records, documents, or statements as are needed for its review. After review, the State Fire Defense Committee will make a recommendation to the Chief of the Washington State Patrol for disposition.

### Decision on Appeal

The Chief of the Washington State Patrol will receive the State Fire Defense Committee's recommendation and within 30 days of receipt make a determination on the appeal. The claimant will be advised, in writing, of the decision by the Chief of the Washington State Patrol.

### Audit

All claims for expenses and reimbursement of costs incurred are subject to audit. Audit personnel may call for, and the local jurisdiction making the claim shall provide, all records necessary to conclusively show that actual payments were made for which reimbursement is claimed.

### Audit Teams

After a mobilization event, a Payment Team will be assembled within a proximity to the event. The team will audit all claims, processing volunteer firefighters and all equipment claims so they can be submitted for payment by the Washington State Patrol.

The size of the team will depend on the size of the event. The pool will be comprised of personnel from the Washington Fire Service, local, and state agencies. The pool will consist of experienced and qualified timekeepers or persons with a background in Mobilization claims. At minimum, members should have taken S-260 / S-261.

### Apparatus and Equipment Loss or Damage

Apparatus and equipment loss or damage for which any reimbursement of cost may be sought is required to be reported to the on-scene Division Supervisor or higher officer when the loss or damage is incurred so that the circumstances can be confirmed and a record made (**See Loss / Damaged Equipment Form – Appendix M**). This loss or damage reported, supported by the record in the unit log, is required for the support of any claims made.

**Claims for Reimbursement:** Claims for reimbursement of cost for apparatus or equipment loss or damage must be:

- Submitted on Loss / Damaged Equipment Form.
- Accompanied by:
  - Copy of the investigation.
  - Invoice copies showing the actual cost incurred.

## Section 19 Liability Coverage

### 2005 Mobilization Plan

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As provided in **RCW 43.43.962**, the Plan shall be consistent with, and made a part of, the Washington State Comprehensive Emergency Management Plan. Thus, state fire services mobilization under Chapter 43.43 RCW should be considered part of the state's emergency management program under Chapter 38.52 RCW, and subject to that chapter's liability and indemnification provisions.

As such, **RCW 38.52.180(2)** provides, in relevant part, as follows: All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity...PROVIDED, that the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence, or bad faith on the part of any agency of emergency management....



## **Section 19 Liability Coverage**

### **2005 Mobilization Plan**

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## 2005 Mobilization Plan

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### State Mobilization Plan Review and Amendment

The State Fire Defense Committee will review and debrief state mobilization actions and develop recommendations for improvements to this Plan.

The development of state mobilization and reimbursement procedures for the efficient movement and equitable reimbursement of firefighting resources statewide is a dynamic process. Additional lessons gained from the experience of actual mobilizations of fire resources to major emergency incidents of all types will prompt future revisions and refinements to this Plan.

### Regional Plans

As required by **RCW 43.43.960(7)**, each Fire Defense Region will develop a Regional Fire Defense Plan that is consistent with the Plan, the incident command system (NIMS ICS), and other regional response plans that are already adopted and in use (**See Regional Fire Defense Plan Review and Update Schedule – Appendix F**).

The State Fire Defense Committee will review and approve all Regional Fire Defense Plans every three years per the rotation schedule shown below. At the September meeting of the State Fire Defense Committee, the three regions scheduled for plan review will submit a copy of their respective plan along with a completed copy of the Regional Fire Defense Plan Review Checklist (**See Regional Fire Defense Plan Review and Update Schedule – Appendix F**).

Representatives of the State Fire Defense Committee, to include a Regional Fire Resource Coordinator, EMD, and WSP, will review the submitted plans in accordance with the Regional Fire Defense Plan Review Checklist. This review committee will present the reviewed plan for approval at the November meeting of the State Fire Defense Committee. The Chair of the State Fire Defense Committee will submit the approved Regional Fire Defense Plans to the Fire Protection Policy Board for final approval in accordance with **RCW 43.43.960**.

A copy of each approved Regional Fire Defense Plan shall be provided to the Emergency Management Division for accessibility by state agency staff in the State EOC.

### Training

The Plan and related procedures serve as the major training tools for developing knowledge of how state fire resources mobilization will occur in Washington State. The State Fire Defense Committee will develop appropriate training to support the Plan.

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## **Appendix A**

### **Fire Defense Committee and Regions**

### **2005 Mobilization Plan**

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#### **Fire Protection Bureau, Washington State Patrol**

Samuel Pierre  
State Fire Marshal  
Washington State Patrol  
Fire Protection Bureau  
PO Box 42600  
Olympia WA 98504-2600  
(360) 753-0404  
Fax: (360) 753-0398  
[samuel.pierre@wsp.wa.gov](mailto:samuel.pierre@wsp.wa.gov)

Dan Johnson  
Chief Deputy State Fire Marshal  
Washington State Patrol  
Fire Protection Bureau  
PO Box 42600  
Olympia WA 98504-2600  
(360) 753-0498  
Fax: (360) 570-3119  
[daniel.johnson@wsp.wa.gov](mailto:daniel.johnson@wsp.wa.gov)

#### **Resource Protection Division, Department of Natural Resources**

Joe Shramek  
PO Box 47037  
Olympia WA 98504-7037  
(360) 902-1317  
Fax: (360) 902-1781  
[joe.shramek@wadnr.gov](mailto:joe.shramek@wadnr.gov)

#### **Central Region**

Tedd Hendershot  
Thurston County Fire District # 9  
4131 Mud Bay Road SW  
Olympia WA 98502  
(360) 866-1000  
Fax: (360) 867-0508  
[thendersot@mclanefire.org](mailto:thendersot@mclanefire.org)

Steve Kalmbach  
Assistant State Fire Marshal  
Emergency Mobilization Section  
Fire Protection Bureau  
PO Box 42600  
Olympia WA 98504-2600  
(360) 753-0400  
Fax: (360) 570-3119  
[steve.kalmbach@wsp.wa.gov](mailto:steve.kalmbach@wsp.wa.gov)

Sue Carr  
Deputy State Fire Marshal  
Washington State Patrol  
Fire Protection Bureau  
PO Box 42600  
Olympia WA 98504-2600  
(360) 753-0565  
Fax: (360) 570-3119  
[sue.carr@wsp.wa.gov](mailto:sue.carr@wsp.wa.gov)

#### **Emergency Management Division, State Military Department**

James Mullen  
Director  
Building 20 / MS: TA 20  
Camp Murray WA 98430-5122  
(253) 512-7001  
[j.mullen@emd.wa.gov](mailto:j.mullen@emd.wa.gov)

(Vacant)



## **Appendix A**

### **Fire Defense Committee and Regions**

#### **2005 Mobilization Plan**

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##### **Lower Columbia Region**

Allen Walker  
Yakima County Fire District # 5  
PO Box 447  
Zillah WA 98953  
(509) 829-5111 or (509) 865-4202  
Fax: (509) 829-6687  
[allen.walker@ycfd5.com](mailto:allen.walker@ycfd5.com)

Chris Orman (alternate)  
Yakima County Fire District # 4  
2003 Beaudry Road  
Yakima WA 98901  
(509) 457-8615  
Fax: (509) 457-0373  
[evfdchief@nwinfo.net](mailto:evfdchief@nwinfo.net)

##### **Mid-Columbia Region**

Randy Johnson  
Chelan County Fire District # 1  
PO Box 2106  
Wenatchee WA 98801  
(509) 664-4734  
Fax: (509) 662-3967  
[rmjohnson@chelancountyfire.com](mailto:rmjohnson@chelancountyfire.com)

Dale Bjork (alternate)  
Grant County Fire District # 5  
11058 Nelson Road  
Moses Lake WA 98837  
(509) 765-3175  
Fax: (509) 765-3550  
[fire5@grantcounty5.net](mailto:fire5@grantcounty5.net)

##### **Northeast Region**

Bruce Holloway  
Spokane County Fire District # 3  
10 South Presley Drive  
Cheney WA 99004  
(509) 235-6645  
Fax: (509) 235-6183  
[bholloway@scfd3.org](mailto:bholloway@scfd3.org)

Bill Walkup (alternate)  
Spokane County Fire District # 8  
12100 E. Palouse Highway  
Spokane WA 99036  
(509) 926-6699  
Fax: (509) 924-8358  
[bwalkup@scfd8.org](mailto:bwalkup@scfd8.org)

##### **Northwest Region**

Glenn Brautaset  
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Mt. Vernon WA 98273  
(360) 336-6277  
Fax: (360) 336-6247  
[glennb@ci.mount-vernon.wa.us](mailto:glennb@ci.mount-vernon.wa.us)

Mark Watkinson (alternate)  
Skagit County DEM  
2911 E. College Way, Suite B  
Mount Vernon WA 98273  
(425) 428-3250  
Fax: (425) 428-3255  
[markw@co.skagit.wa.us](mailto:markw@co.skagit.wa.us)

##### **Olympic Region**

Al Knobbs  
Clallam County Fire District # 3  
323 North 5<sup>th</sup> Ave.  
Sequim WA 98382  
(360) 683-4242  
Fax: (360) 683-6834  
[aknobbs@clallamfire3.org](mailto:aknobbs@clallamfire3.org)

Wayne Kier (alternate)  
Jefferson County Fire District # 3  
101 South Point Road  
Port Ludlow WA 98365  
(360) 437-2236  
Fax: (360) 437-0117  
[wkier@cablespeed.com](mailto:wkier@cablespeed.com)



## **Appendix A**

### **Fire Defense Committee and Regions**

#### **2005 Mobilization Plan**

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##### **South Puget Sound Region**

Jon Fallstrom  
Eastside Fire & Rescue  
175 NW Newport Way  
Issaquah WA 98027  
(425) 392-3433 or (425) 313-3204  
Fax: (425) 391-8764  
[jfallstrom@esf-r.org](mailto:jfallstrom@esf-r.org)

Dan Smith (alternate)  
North Kitsap Fire and Rescue  
PO Box 41  
Kingston WA 98346  
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Fax (360) 297-2653  
[smith@nkfr.org](mailto:smith@nkfr.org)

##### **Southeast Region**

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Richland Fire and Emergency Services  
PO Box 190  
Richland WA 99352  
(509) 942-7550  
Fax: (509) 942-7575  
[gbynes@ci.richland.wa.us](mailto:gbynes@ci.richland.wa.us)

Bob Gear (alternate)  
Benton County Fire District # 1  
144610 E. Law Lane  
Kennewick WA 99337  
(509) 734-9100  
Fax: (509) 734-9200  
[staff@bentonone.org](mailto:staff@bentonone.org)

##### **Southwest Region**

Tom McDowell  
Clark County Fire District # 13  
PO Box 172  
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(360) 686-3271  
Fax: (360) 686-8127  
[t.mcdowell@northcountryems.org](mailto:t.mcdowell@northcountryems.org)

Dave LaFave (alternate)  
Cowlitz # 2 Fire & Rescue  
701 Vine Street  
Kelso WA 98626  
(360) 578-5218  
Fax: (360) 578-5220  
[dave.lafave@ci.longview.wa.us](mailto:dave.lafave@ci.longview.wa.us)





## Appendix A

### Past Fire Defense Committee Members

#### By Mobilization Update Year

#### 2005 Mobilization Plan

Name	Representing	Agency	Plan Years
Acker, Randy	DNR	DNR - Resource Protection	1995
Amonson, Al	Northwest	Snohomish County EMD	1996-1998
Anderson, Brian	Northwest	Snohomish County # 16	1997-1998
Anderson, Ron	Southeast	Franklin County # 3	1996-2002
Ayers, Ron	Southeast	Walla Walla County # 4	1997-1999
Bailey, Steve	South Puget Sound	Seattle Fire Department	1993-1994
Barnhart, Wayne	Mid-Columbia	Douglas County # 2	2001-2004
Baynes, Grant	Southeast	Richland Fire Department	2004-present
Becker, Bruce	Olympic	Port Angeles Fire Department	1999
Bill Walkup	Central	Thurston County # 3	2001-present
Bjork, Dale	Mid-Columbia	Grant County # 5	1996-1997; 2001-present
Boyles, Bill	DNR	DNR - Resource Protection	1996-1998
Brautaset, Glenn	Northwest	Mount Vernon Fire Department	2004-present
Burgher, Jon	Olympic	Clallam County # 2	2001-2002
Carlson, Ed	EMD	Military Department	1997
Carr, Sue	Mobilization	Washington State Patrol	2004-present
Caster, Ron	Central	Grays Harbor County # 12	1993-1994
Corso, Mary	State Fire Marshal	Washington State Patrol	1997-2002
Davis, Jerry	Lower Columbia	Yakima County # 2	1996-1999
Davis, Jim	South Puget Sound	Woodinville Fire Department	1995-1996
DeWitt, Kent	Olympic	Jefferson County # 3	1996
Egan, Terry	EMD	Military Department	1998
Fallstrom, Jon	South Puget Sound	King County # 10	1997-present
Gear, Bob	Southeast	Benton County # 1	1993-1996; 2004-present
Graue, Jim	Northeast	Spokane County # 9	1993-2002
Grill, Jerry	Central	Lewis County # 12	1995-1999
Hagerhjelm, Chuck	EMD	Military Department	1999-2001
Hamp, Chris	EMD	Military Department	2002
Hendershot, Tedd	Central	Thurston County # 9	2004 - present
Holloway, Bruce	Northeast	Spokane County # 3	2001-present
Hoover, Ken	DNR	DNR - Fire Control	1993-1994
Humphries, Pat	Northeast	Spokane County # 1	1994-1999
Humphries, Pat	Southwest	Clark County # 5	1993-1994
Johnson, Dan	Mobilization	Washington State Patrol	2002-present
Johnson, Randy	Mid-Columbia	Chelan County # 1	2004-present
Kalmbach, Steve	Mobilization	Washington State Patrol	1999-2001; 2004-present
Kier, Wayne	Olympic	Port Ludlow Fire Department	2001-present
Kunkle, Steve	Northwest	Snohomish County # 3	1999-2002
Lafave, Dave	Southwest	Cowlitz County # 2	1993-present
Lowe, Tom	Olympic	Clallam County # 3	1997-1999
Lowers, Scott	Mid-Columbia	Chelan County EMD	1998
McDowell, Tom	Southwest	Clark County # 13	1996-present
Merritt, Bob	Northwest	Snohomish County # 4	1993-1996
Minty, Bob	Olympic	Jefferson County EMD	1993-1996

This was an effort to recognize those people who have participated on the Washington State Fire Defense Board and Committee making the Mobilization Plan what it is today. If there are any additions please utilize the Suggestion Form to make corrections and changes.



## Appendix A

### Past Fire Defense Committee Members By Mobilization Update Year 2005 Mobilization Plan

Name	Representing	Agency	Plan Years
Mullen, Jim	EMD	Military Department	2004-present
Murray, Joe	EMD	CTED	1993-1994
Orman, Chris	Lower Columbia	Yakima County # 4	2004-present
Otto, Gail	Mobilization	Washington State Patrol	1997-1998
Peters, Mike	Central	Thurston County # 9	1995-1999
Pierre, Samuel	State Fire Marshal	Washington State Patrol	2004-present
Ramsey, Linda	EMD	Military Department	1996
Rutherford, Ron	Lower Columbia	Yakima County # 12	1996-2002
Schorno, Joe	Mid-Columbia	Grant County # 3	1999
Serra, Roger	Northwest	Snohomish County EMD	2001-2002
Shramek, Joe	DNR	DNR - Resource Protection	2004-present
Simmons, Skip	DNR	DNR - Resource Protection	2002
Small, Ed	EMD	Military Department	1995
Small, Richard	State Fire Marshal	CTED	1993-1996
Smith, Dan	South Puget Sound	Kitsap County # 10	2004-present
Soden, John	Lower Columbia	Yakima County # 2	1993-1995
Steele, Bill	Central	Thurston County # 2	2001-2002
Thompson, Bob	Southeast	Benton County # 4	2001-2002
Upton, Al	Northwest	Everett Fire Department	1999
VanBeek, Duane	Mid-Columbia	Othello Fire Department	1993-1999
Viada, John	DNR	DNR - Resource Protection	1999-2001
Vogel, Steve	Olympic	Clallam County # 3	2004-present
Wakefield, Dave	South Puget Sound	Pierce County # 22	1993-2004
Walker, Allen	Lower Columbia	Yakima County # 5	2001-present
Watkinson, Mark	Northwest	Skagit County EMD	2004-present
Woodbury, Glenn	EMD	Military Department	1999-2002
Zeller, Kevin	Mobilization	Washington State Patrol	2002

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## Appendix B

### RCW 43.43 State Fire Service Mobilization

#### 2005 Mobilization Plan

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#### RCW 43.43.960

##### State fire service mobilization -- Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this subchapter.

- (1) "Chief" means the chief of the Washington state patrol.
- (2) "State fire marshal" means the director of fire protection in the Washington state patrol.
- (3) "Fire chief" includes the chief officer of a statutorily authorized fire agency, or the fire chief's authorized representative. Also included are the department of natural resources fire control chief, and the department of natural resources regional managers.
- (4) "Jurisdiction" means state, county, city, fire district, or port district fire fighting units, or other units covered by this chapter.
- (5) "Mobilization" means that fire-fighting resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. During a large-scale emergency, mobilization includes the redistribution of regional or statewide fire fighting resources to either direct emergency incident assignments or to assignment in communities where fire-fighting resources are needed.

When mobilization is declared and authorized as provided in this chapter, all fire fighting resources including those of the host fire protection authorities, i.e. incident jurisdiction, shall be deemed as mobilized under this chapter, including those that responded earlier under existing mutual aid or other agreement. All nonhost fire protection authorities providing fire fighting resources in response to a mobilization declaration shall be eligible for expense reimbursement as provided by this chapter from the time of the mobilization declaration.

This chapter shall not reduce or suspend the authority or responsibility of the Department of Natural Resources under chapter 76.04 RCW.

- (6) "Mutual aid" means emergency interagency assistance provided without compensation under an agreement between jurisdictions under chapter 39.34 RCW.

[2003 c 405 § 1; 1997 c 49 § 8. Prior: 1995 c 391 § 5; 1995 c 369 § 10; 1992 c 117 § 9. Formerly RCW 38.54.010.]

#### NOTES:

**Effective date -- 1995 c 391:** See note following RCW 38.52.005.

**Effective date -- 1995 c 369:** See note following RCW 43.43.930.

**Findings -- 1992 c 117:** See note following RCW 35.21.775.



## Appendix B

### RCW 43.43 State Fire Service Mobilization

#### 2005 Mobilization Plan

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#### **RCW 43.43.960**

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[2003 c 405 § 1; 1997 c 49 § 8. Prior: 1995 c 391 § 5; 1995 c 369 § 10; 1992 c 117 § 9. Formerly RCW 38.54.010.]

#### **NOTES:**

**Effective date -- 1995 c 391:** See note following RCW 38.52.005.

**Effective date -- 1995 c 369:** See note following RCW 43.43.930.

**Findings -- 1992 c 117:** See note following RCW 35.21.775.



## Appendix B

### RCW 43.43 State Fire Service Mobilization

#### 2005 Mobilization Plan

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##### **RCW 43.43.961**

##### **State fire service mobilization -- Legislative declaration and intent.**

Because of the possibility of the occurrence of disastrous fires or other disasters of unprecedented size and destructiveness, the need to insure that the state is adequately prepared to respond to such a fire or disaster, the need to establish a mechanism and a procedure to provide for reimbursement to state agencies and local fire fighting agencies that respond to help others in time of need or to a host fire district that experiences expenses beyond the resources of the fire district, and generally to protect the public peace, health, safety, lives, and property of the people of Washington, it is hereby declared necessary to:

- (1) Provide the policy and organizational structure for large scale mobilization of fire fighting resources in the state through creation of the Washington state fire services mobilization plan;
- (2) Confer upon the chief the powers provided herein;
- (3) Provide a means for reimbursement to state agencies and local fire jurisdictions that incur expenses when mobilized by the chief under the Washington state fire services mobilization plan; and
- (4) Provide for reimbursement of the host fire department or fire protection district when it has: (a) Exhausted all of its resources; and (b) invoked its local mutual aid network and exhausted those resources. Upon implementation of state fire mobilization, the host district resources shall become state fire mobilization resources consistent with the fire mobilization plan.

It is the intent of the legislature that mutual aid and other inter-local agreements providing for enhanced emergency response be encouraged as essential to the public peace, safety, health, and welfare, and for the protection of the lives and property of the people of the state of Washington. If possible, mutual aid agreements should be without stated limitations as to resources available, time, or area. Nothing in this chapter shall be construed or interpreted to limit the eligibility of any nonhost fire protection authority for reimbursement of expenses incurred in providing fire fighting resources for mobilization.

[2003 c 405 § 2; 1997 c 49 § 9; 1995 c 391 § 6; 1992 c 117 § 10. Formerly RCW 38.54.020.]

##### **NOTES:**

**Effective date -- 1995 c 391:** See note following RCW 38.52.005.

**Findings -- 1992 c 117:** See note following RCW 35.21.775.



## Appendix B

### RCW 43.43 State Fire Service Mobilization

#### 2005 Mobilization Plan

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##### **RCW 43.43.962**

##### **State fire service mobilization--State fire protection policy board -- State fire services mobilization plan -- State fire resources coordinator.**

The state fire protection policy board shall review and make recommendations to the chief on the refinement and maintenance of the Washington state fire services mobilization plan, which shall include the procedures to be used during fire and other emergencies for coordinating local, regional, and state fire jurisdiction resources. In carrying out this duty, the fire protection policy board shall consult with and solicit recommendations from representatives of state and local fire and emergency management organizations, regional fire defense boards, and the department of natural resources. The Washington state fire services mobilization plan shall be consistent with, and made part of, the Washington state comprehensive emergency management plan. The chief shall review the fire services mobilization plan as submitted by the fire protection policy board, recommend changes that may be necessary, and approve the fire services mobilization plan for inclusion within the state comprehensive emergency management plan.

It is the responsibility of the chief to mobilize jurisdictions under the Washington state fire services mobilization plan. The state fire marshal shall serve as the state fire resources coordinator when the Washington state fire services mobilization plan is mobilized.

[2003 c 405 § 3; 1997 c 49 § 10; 1995 c 269 § 1101; 1992 c 117 § 11. Formerly RCW 38.54.030.]

##### **NOTES:**

**Effective date -- 1995 c 269:** See note following RCW 9.94A.850.

**Part headings not law -- Severability -- 1995 c 269:** See notes following RCW 13.40.005.

**Findings -- 1992 c 117:** See note following RCW 35.21.775.



## Appendix B

### RCW 43.43 State Fire Service Mobilization

#### 2005 Mobilization Plan

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##### **RCW 43.43.963**

##### **State fire service mobilization -- Regional fire defense boards -- Regional fire service plans -- Regions established.**

Regions within the state are initially established as follows but may be adjusted as necessary by the state fire marshal:

- (1) Northwest Region - Whatcom, Skagit, Snohomish, San Juan, and Island counties;
- (2) Northeast Region - Okanogan, Ferry, Stevens, Pend Oreille, Spokane, and Lincoln counties;
- (3) Olympic Region - Clallam and Jefferson counties;
- (4) South Puget Sound Region - Kitsap, Mason, King, and Pierce counties;
- (5) Southeast Region - Chelan, Douglas, Kittitas, Grant, Adams, Whitman, Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, and Asotin counties;
- (6) Central Region - Grays Harbor, Thurston, Pacific, and Lewis counties; and
- (7) Southwest Region - Wahkiakum, Cowlitz, Clark, and Skamania counties.

Within each of these regions there is created a regional fire defense board. The regional fire defense boards shall consist of two members from each county in the region. One member from each county shall be appointed by the county fire chiefs' association or, in the event there is no such county association, by the county's legislative authority. Each county's office of emergency management or, in the event there is no such office, the county's legislative authority shall select the second representative to the regional board. The Department of Natural Resources Fire Control Chief shall appoint a representative from each Department of Natural Resources region to serve as a member of the appropriate regional fire defense board. Members of each regional board will select a chairperson and secretary as officers. Members serving on the regional boards do so in a voluntary capacity and are not eligible for reimbursement for meeting-related expenses from the state.

Regional defense boards shall develop regional fire service plans that include provisions for organized fire agencies to respond across municipal, county, or regional boundaries. Each regional plan shall be consistent with the incident command system, the Washington State Fire Services Mobilization Plan, and regional response plans already adopted and in use in the state. The regional boards shall work with the relevant local government entities to facilitate development of intergovernmental agreements if any such agreements are required to implement a regional fire service plan. Each regional plan shall be approved by the Fire Protection Policy Board before implementation.

[1997 c 49 § 11; 1992 c 117 § 12. Formerly RCW 38.54.040.]

**NOTES:** Findings -- 1992 c 117: See note following RCW 35.21.775.



## Appendix B

### RCW 43.43 State Fire Service Mobilization

#### 2005 Mobilization Plan

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##### **RCW 43.43.964**

##### **State fire service mobilization -- Development of reimbursement procedures.**

The Washington State Patrol in consultation with the Office of Financial Management and the Washington Military Department shall develop procedures to facilitate reimbursement to state agencies and jurisdictions from appropriate federal and state funds when state agencies and jurisdictions are mobilized by the chief under the Washington State Fire Services Mobilization Plan. The Washington State Patrol shall ensure that these procedures provide reimbursement to the host district in as timely a manner as possible.

2003 c 405 § 4; 1997 c 49 § 12; 1995 c 391 § 7; 1992 c 117 § 13. Formerly RCW 38.54.050.]

##### **NOTES:**

**Effective date -- 1995 c 391:** See note following RCW 38.52.005.

**Findings -- 1992 c 117:** See note following RCW 35.21.775. [

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**2005 Mobilization Plan**

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**Available Resources**

Firefighting personnel and equipment that can be mobilized and sent to another jurisdiction without jeopardizing the firefighting capabilities of the sending jurisdiction.

**Camp(s)**

Camp(s) are strategically located in order to locate resources to better support incident operations. At camps, certain essential support operations (e.g., feeding, sleeping and sanitation) can be maintained. Also at camps, minor maintenance and servicing of equipment will be done. Camps may be located if necessary to meet tactical operations requirements.

**Critical Need Resource**

Those positions identified by the Fire Defense Committee as having a shortage of qualified personnel to regularly fill a resource request will be considered a "Critical Need Resource". An example of this would be a Communications Technician.

**Command Post**

The Command Post will be the location from which all incident operations are directed. There should only be one Command Post for the incident. In a unified command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post.

**Emergency Management Director**

The individual charged with coordinating emergency services in a jurisdiction as provided for in Chapter 38.52 RCW.

**Emergency Management Division**

The Emergency Management Division of the Washington State Military Department.

**Fire Chief**

"Fire chief" includes the chief officer of a statutorily authorized fire agency, or the fire chief's authorized representative. Also included are the Department of Natural Resources fire control chief, and the Department of Natural Resources regional managers.

**Helibases**

Helibases are located in and around the incident area where helicopters may be parked, maintained, fueled, and loaded with retardants, personnel, or equipment. More than one helibase may be required on very large incidents. Once established on an incident, a helibase will usually not be relocated.

**Helispots**

Helispots are more temporary and less used locations where helicopters can land, take off, and in some cases, load water or retardants.

## 2005 Mobilization Plan

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### Host Jurisdiction

A “host jurisdiction” is any jurisdiction in which the state mobilization incident exists. A host jurisdiction is eligible for the reimbursement of excess costs incurred in the stabilization and control of an emergency incident from the time that state mobilization is declared. Excess costs are those costs and expenses that exceed normal and usual operating expenses.

### Immediate Need Resources

Fire resources needed for immediate deployment in an extended attack situation where their active and timely addition to the control effort may significantly contribute to achieving important control objectives.

### Incident Base

The incident base is the location at which primary support activities are performed. The base will host all equipment and personnel support operations. The incident logistics section, which is responsible for ordering all resources and supplies, is also located at the base. There should only be one base established for each incident, and normally the base will not be relocated. If possible, incident base locations would always be included in the pre-attack plans.

### Incident Command System

NIMS, the National Incident Management System. This is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

### Interface Engine

The interface engine is a special wildland engine with capabilities similar to a Type 1 or 2 engine. It has greater capacity, with a minimum 250 gpm pump and 500 gallons of water. The interface engine is equipped with ladders, Self Contained Breathing Apparatus (SCBAs) structural and wildland hose and listed separately on the *Washington – Oregon Interagency Rate Schedule* as amended and adopted by the Washington State Association of Fire Chiefs.

### Jurisdiction

For the purposes of this *Mobilization Plan*, includes the state, county, city, fire district, and port firefighting units which agree to be a party to this *Mobilization Plan*.

### Mobilization

Fire service resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. In the case of an extremely large-scale fire emergency or other disaster, mobilization may also mean the redistribution of regional and/or statewide fire service resources to direct firefighting assignments or to be repositioned in communities where the local fire service resources need backup support. Once state mobilization has been authorized, all incident (host) jurisdiction and mutual aid resources become state mobilization resources.



## **2005 Mobilization Plan**

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### **Mutual Aid**

Emergency interagency assistance provided without compensation under an agreement between jurisdictions pursuant to Chapter 38.54 RCW. Fire service mutual aid is contingent upon a responding Fire Chief's approval and agreement that the requested equipment and resources are available without jeopardizing local capabilities. The practice of agreeing to offer mutual aid is intended to eliminate the need for complex financial and legal agreements among neighboring jurisdictions. Once state mobilization has been authorized, all mutual aid resources present at the incident become state mobilization resources.

### **Regions**

There are nine fire services resource mobilization regions with the following makeup:

**Central Region:** Grays Harbor, Lewis, Pacific, and Thurston Counties

**Lower Columbia Region:** Kittitas, Klickitat, and Yakima Counties

**Mid Columbia Region:** Adams, Chelan, Douglas, Grant and Okanogan Counties

**Northeast Region:** Ferry, Lincoln, Pend Oreille, Spokane, and Stevens Counties

**Northwest Region:** Island, San Juan, Skagit, Snohomish, and Whatcom Counties

**Olympic Region:** Clallam and Jefferson Counties

**South Puget Sound Region:** King, Kitsap, Mason, and Pierce Counties

**Southeast Region:** Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, and Whitman Counties

**Southwest Region:** Clark, Cowlitz, Skamania, and Wahkiakum Counties

### **Regional Coordinator**

The designated individual or agency selected by a Regional Fire Defense Board to conduct the designated responsibilities of that position.

### **Request (Resource Order) Number**

The number assigned to each resource that is requested and/or approved by the State Fire Resource Coordinator during a state mobilization incident. The request number is assigned for tracking purposes.

### **Resources**

All personnel and equipment necessary to fight fires or respond to other disasters and support the efforts of firefighters.

## 2005 Mobilization Plan

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### Resource Coordination

The effort to locate and arrange for the delivery of resources needed by Fire Chiefs and Incident Commanders. Resource coordination involving the state mobilization of fire and other support resources within a region is the responsibility of the Regional Fire Resource Coordinator. In the case of fires or other disasters involving more than one region or when resources from more than one region must be mobilized, the State Fire Resource Coordinator has the primary responsibility for resource coordination in conjunction with the Regional Fire Resource Coordinators.

### Staging Areas

Staging areas are established for temporary location of resources for response in three-minute notice. Staging areas will be established to locate resources not immediately assigned. A staging area can be anywhere that mobile equipment can be temporarily parked awaiting assignment.

A staging manager is responsible for checking in all incoming resources; dispatching resources at the request of the Operations Chief; and requesting logistics section's support as necessary for resources located in the staging area.

Units assigned to staging and included in the Incident Action Plan are eligible for compensation.

### State Fire Marshal

Director of the Fire Protection Bureau (Fire Protection Services) of the Washington State Patrol and, for purposes of this Plan, is also defined as the **State Fire Resource Coordinator**.

### Status of Incident

**Containment/Contained:** The hazard has stabilized, however it has not been tested by time, weather, or other factors. Typically, the planning for demobilization of resources would begin at this time. Prudent judgment is necessary during this period to determine which resources are demobilized. Mobilization has not ended and resources can be called back if needed.

**Controlled:** Stabilization of the hazard has been tested or improved during the 24-36 hours since contained. For purposes of mobilization, this would be the end of mobilization, although the responsible agencies may still have some period of time on the incident.

When actions have been taken to make the hazard stable and control and containment have been established ending the threat to lives and property, mobilization resources are not normally utilized. For example; Mop-up operations are generally beyond the scope of mobilization.

## **2005 Mobilization Plan**

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### **Strike Team**

A Strike Team is five of the same kind of resources, with common communications and a leader.

Structural Strike Team:	5 Structural Engines (Type 1 or 2) 1 Team Leader
Wildland Strike Team:	5 Wildland Engines (Types 3, 4, 5, and 6) 1 Team Leader
Tender Strike Team:	5 Water Tenders (Type 1, 2, and 3) 1 Team Leader

### **Sub-Regions**

Areas within one of the defined regions that work together for planning purposes.

### **Task Force**

Mobilization resources can be configured in any combination of single resources within the span of control, assembled for a particular tactical need, with common communications, and a leader.

Specific Task Force configurations:

Urban Task Force:	4 Structural Engines (Type 1 or 2) 1 Aerial Ladder 1 Team Leader
Rural Task Force:	3 Structural Engines (Type 1 or 2) 2 Water Tenders (Type 1, 2, and 3) 1 Team Leader
Interface Task Force:	2 Structural Engines (Type 1 or 2) 2 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Team Leader
Wildland Task Force:	4 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Team Leader
EMS Task Force:	3 ALS Ambulances 2 BLS Ambulances 1 Team Leader

The intent of defined task force configuration is to allow resources to be configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined and may be made up at an incident from resources available to meet situational needs.

**2005 Mobilization Plan**

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**Team Leader**

A Task Force or Strike Team Leader shall be a firefighter with training, qualifications, and experience in the command of multiple companies. For the purpose of Mobilization incidents, a Strike Team Leader can lead both Strike Teams and Task Forces. A Task Force Leader is a higher qualified position that can lead different types of resources simultaneously (example; hand crews, dozers and engines).

**Unit Staffing**

	<u>Minimum</u>	<u>Maximum</u>
Structural Engine	3	4
Interface Engine	3	4
Wildland Engine	2	3
Water Tender	1	2
Aerial Ladder	4	5

**Urban Structure Protection**

Resources deployed to protect structures in an urban environment necessary to apply safe and effective strategy and tactics to minimize the threat to life and property. This may include placing urban firefighting equipment in recognized urban environments that may have water systems for interior and exterior structural firefighting. Personnel working in this environment need to be trained in Structural Firefighting.

**Wildland Engine**

A National Wildfire Coordinating Group (NWCG) Type 3, 4, 5, or 6 fire engine.

**Wildland Hand Crew**

A hand crew consists of either ten or twenty wildland firefighters including a team leader and has its own transportation. The crew must be properly equipped, trained, and qualified.

**Wildland Interface Structure Protection**

Resources deployed to prepare and protect structures in a wildland interface environment necessary to apply safe and effective strategy and tactics to minimize the threat to life and property. This may include size-up, wildland initial and extend attack actions, structure triage, and wildland firefighting structure protection tactics. Personnel working in this environment need to be trained in Wildland firefighting.



## **Appendix D**

### **Agency Administrator In-Briefing Delegation of Authority**

#### **2005 Mobilization Plan**

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##### **Purpose and Scope of the Delegation of Authority**

The purpose of the Delegation of Authority is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient, in this case to a designated Incident Commander (IC). The Delegation of Authority is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The Agency Administrator In-brief and Delegation of Authority provide:

- Delegation (from the responsible agency) of full responsibility and authority for incident management.
- Terms, conditions and limitations of the authority granted.
- Local policy (established in view of legal, financial, and political considerations).
- Responsibility of local resources (source of continuing local direction).
- Direction for unified command.
- Documentation requirements.
- Direction for media relations.
- Direction for incident management reporting.
- Termination conditions.
- Other terms and conditions established by the local jurisdiction.

A Delegation of Authority may be granted by the local fire chief once a request for assistance has been made. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., city manager, mayor, police chief or fire chief) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a Delegation of Authority should be in place as an emergency planning measure.

It is important to understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to ensure that local policy and priorities can be effectively implemented, accountability provided for, limitations as to scope, time and/or incident may be included, and the power of review and termination retained.



## **Appendix D**

### **Agency Administrator In-Briefing Delegation of Authority**

#### **2005 Mobilization Plan**

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**Mobilization Awareness Training is required for all personnel who may be called to respond to a state mobilization incident.**

**Purpose**

Provide basic information to state mobilization emergency responders on the:

- *Washington State Fire Services Resource Mobilization Plan.*
- Operating environment in which the responder will be working.
- Necessary systems and procedures in place at a major emergency event for the responder to adequately function and perform.
- Appropriate actions and behavior expected of the emergency responder.

**Class Objectives**

Upon completion of the training, the student will be able to:

**A. Mobilization Plans and Requests**

1. Discuss types of incidents that initiate/require state mobilization.
2. Explain the region's Fire Resource Mobilization Plan.
3. Identify and explain the region's mobilization coordination center.
4. Explain the *Washington State Fire Services Resource Mobilization Plan*.
5. Identify and describe required state mobilization assignment information and activities required before departure.

**B. Recommended/Required Training of the State Mobilization Responder**

1. Discuss limits of activity/intervention based on training levels.
2. Discuss field training that may occur at the incident.

**C. Personal Travel Kit for State Mobilization Response**

1. Identify limitations on, and requirements for, personal equipment.
2. Discuss a personal clothing and safety equipment list.
2. Discuss personal hygiene and care during a state mobilization incident.

**D. State Mobilized Apparatus/Equipment**

1. Identify apparatus types and resource configurations.
2. Explain the "wet rate" paid for apparatus.
3. Explain the role of the Ground Support Unit, including its responsibility for inspections.
4. Define the essentials of the equipment inspection checklist.
5. Define who provides/pays for repairs and replacements of what during a state mobilization incident.
6. Explain documentation of, and responsibility for, procured items.

**E. Command and Support Structure of a State Mobilization**

1. Define “span of control” during a state mobilization incident.
2. Identify immediate supervisors.
3. Demonstrate an understanding of basic ICS.
4. Explain whose orders a responder must follow.

**F. Expectations of Mobilization Responders**

1. Describe the “assumed commitment” of a state mobilization incident response. (Prepared for a 72 hours minimum assignment and 24 hours of self-support).
2. Describe the code of conduct for a state mobilization incident.
3. Describe discipline procedures during a state mobilization incident.

**G. Safety Aspects of a State Mobilization**

1. Identify potential dangers inherent in state mobilization incidents.
2. Define standard safety procedures/precautions that responders must use.
3. Describe injury and accident reporting procedures.

**H. Documentation: Record Keeping Systems and Procedures**

1. Explain the use and significance of the incident mission number and the request (resource order) number.
2. Explain individual timekeeping.
3. Identify and demonstrate the completion of required unit documentation. Explain methods of compensation/reimbursement.
4. Demonstrate state mobilization check-in and check-out.





## **Appendix F Regional Fire Defense Plan Review and Update Schedule**

### **2005 Mobilization Plan**

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#### **Regional Fire Defense Plan Review Rotation Schedule**

Central Region	2005
Lower Columbia Region	2005
Mid Columbia	2005
Northeast Region	2006
Northwest Region	2006
Olympic Region	2006
South Puget Sound Region	2007
Southeast Region	2007
Southwest Region	2007
Central Region	2008
Lower Columbia Region	2008
Mid Columbia	2008
Northeast Region	2009
Northwest Region	2009
Olympic Region	2009
South Puget Sound Region	2010
Southeast Region	2010
Southwest Region	2010



## **Appendix F Regional Fire Defense Plan Review and Update Schedule**

### **2005 Mobilization Plan**

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Regional Fire Defense Plans should contain the following provisions:

#### **I. Administrative Provisions**

- A. Date of Adoption by the Regional Fire Defense Board.
- B. Table of Contents.
- C. Plan Purpose Statement.
- D. Definition of Terms.
- E. Regional Fire Defense Board Roster.
- F. Description of Existing Mutual Aid Networks.
- G. Relationship of Regional Plan to Local Plans.
- H. Regional Agencies Participating and Available Resource Lists.
- I. Criteria for Determination of When Mutual Aid is Expended.

#### **II. Operational Provisions**

- A. Concept of Operations.
- B. Map of Region.
- C. Designation of Regional Fire Resource Coordinator and an Alternate with 24-hour Contact Points.
- D. Description of Local and Regional Support Functions.
- E. Reference to other Pertinent Documents, including Standard Operating Guidelines.
- F. Designation of Potential Primary and Secondary Staging Areas, Mobilization Points (for departure assembly) and Resource Bases (fuel, food).
- G. Communications System.

#### **III. Plan Maintenance, Training, and Testing**

- A. Description of Training Program.
- B. Plan Testing Method.
- C. Description of Communication Needs and Training.
- D. Regional Plan Review and Revision Process.



## Appendix F Regional Fire Defense Plan Review and Update Schedule

### 2005 Mobilization Plan

#### REGIONAL FIRE DEFENSE PLAN REVIEW CHECKLIST

\_\_\_\_\_ Region

(The Regional Fire Resource Coordinator is to complete and provide this checklist when submitting Regional Fire Defense Plan for review by the State Fire Defense Committee.)

<b>Administrative Provisions</b>	<b>Page(s)</b>
Date of Adoption by Regional Fire Defense Board	
Table of Contents	
Plan Purpose Statement	
Definition of Terms	
Regional Fire Defense Board Roster (names and addresses)	
Description of Existing Mutual Aid Networks	
Relationship of Regional Plan to Local Plans	
Regional Agencies Participating and Available Resource Lists	
Criteria for Determination of When Mutual Aid is Expended	
<b>Operational Provisions</b>	
Concept of Operations: Description of Activation of Regional Plan	
Map of Region	
Designation of Regional Coordinator and Alternate with 24-hour Contact Points	
Description of Local and Regional Support Functions	
Reference to Other Pertinent Documents (e.g., Operating Guidelines)	
Potential Staging Areas, Mobilization Points, and Resource Bases	
Communications System	
<b>Plan Maintenance, Training, and Testing</b>	
Description of Training Program	
Plan Testing Method	
Description of Communications Needs and Training	
Regional Plan Review and Revision Process	

**Comments:**

Submitted by: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix F Regional Fire Defense Plan Review and Update Schedule**

### **2005 Mobilization Plan**

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## **Appendix G**

### **Incident Management Teams**

#### **2005 Mobilization Plan**

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##### **Teams**

Washington has five designated integrated Incident Management Teams (IMTs), supported by a pool of qualified alternates. Each IMT is a full team, comprised of 42 members. Specialist positions and trainees can increase the total number to 50.

The teams are provided direction from the Geographic Board which is comprised of members from the Washington Fire Service, US Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Fish and Wildlife, National Park Service, Department of Natural Resources, and the Washington State Patrol – Fire Protection Bureau.

##### **Incidents**

Washington's IMTs are all-incident, all-hazard teams. The IMTs will deal with any jurisdiction or jurisdictional mix of personnel assigned to the team.

##### **Qualifications**

In accordance with the agreement between all agencies, all IMT members will be position qualified in accordance with NWCG 310-1. The 310-1 system is a performance-based qualification system used nationally for NIMS ICS positions. Qualification requires both (1) successful completion of required training and (2) completion of the position task book demonstrating actual performance of all position tasks.

Those persons who wish to be a team member, alternate or trainee must submit an application through the Regional Coordinator.



## **Appendix G**

### **Incident Management Teams**

#### **2005 Mobilization Plan**

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## Appendix H L&I and Volunteer Pension Relief Comparison

### 2005 Mobilization Plan

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#### **Personnel compensated directly by the Washington State Patrol**

Are not eligible for any benefits from the Volunteer Firefighters and Reserve Officers' Relief and Pension Act for work compensated by the state's fire mobilization program. For additional information: <http://www.bvff.wa.gov> or 1-877-753-7318 (toll free).

#### **Personnel who respond to a Mobilization**

May be eligible for the U.S. Department of Justice's Public Safety Officers' Benefits (PSOB) Program. For additional information: <http://www.ojp.usdoj.gov/BJA/html/specprog.htm> or 1-888-744-6513 (toll free).

### Example of what L&I benefits a volunteer firefighter who was injured or killed on a State Mobilization could

Scenario	Marital Status	Status	Benefit
<p>Worker #1 volunteers as a firefighter every year. She has no other employment. She was injured after working two hours as a volunteer firefighter.</p> <p>Last year during the fire season she earned \$ 9,900. Her wage is set at \$ 9,900 divided by 12 months = \$ 825 average monthly wage.</p> <p>60% of \$ 825 = \$ 495 Time Loss Benefit. (single – No dependants)</p> <p>65% of \$825 = \$536.25 Time Loss Benefit. (Married – No dependants)</p> <p>65% of \$825 = \$536.25 Time Loss + 1 dependant at \$16.50 = \$552.75 <b>(Married with dependants)</b></p>	Single – No Dependants	Permanent Disability – Monthly Pension (No survivor benefit).	\$ 495 per month.
		Permanent Disability – Monthly Pension (with survivor benefit if marries).	\$ 495 Survivor benefit only if death is related the industrial injury.
		Reserve Estimate.	\$ 85,000.
		Death.	No benefit – Could consider dependant children.
		Burial Expenses.	\$ 6,323.32 Maximum.
	Married with No Dependants	Permanent Disability – Monthly Pension <b>Option 1.</b>	\$ 536.25 per month.
		Permanent Disability – Monthly Pension <b>Option 2. ***</b>	\$ 500.13 per month; If death is unrelated to the industrial injury benefit is \$ 500.13.
		Permanent Disability – Monthly Pension <b>Option 3. ***</b>	\$ 517.56 per month; If death is unrelated to the industrial injury benefit is \$ 258.78.
		Reserve Estimate.	\$ 93,000.
		Death: Monthly Survivor (Widow and Dependant).	\$ 495 Payable for life, UNLESS remarries – may be eligible for remarriage settlement.
<p><b>Option 1:</b> No Survivor Benefits.</p> <p><b>Option 2:</b> Monthly Survivor Benefit, Death Unrelated to Industrial Injury.</p> <p><b>Option 3:</b> Monthly Survivor Benefit, Death Unrelated To Industrial Injury.</p> <p>Also receive Cost of Living Adjustments July of each year.</p> <p>Monthly benefits may decrease if begin receiving Social Security.</p> <p>****<b>Options 2 and 3</b> are payable for life regardless of remarriage.</p>		Death: Immediate Payout.	\$ 3,161.66.
		Burial Expenses.	\$ 6,323.32.
		Reserve Estimate.	\$ 77,000.
		Permanent Disability – Monthly Pension <b>Option 1.</b>	\$ 552.75.
		Permanent Disability – Monthly Pension <b>Option 2. ***</b>	\$ 516.63 per month; If death is unrelated to the industrial injury benefit is \$ 500.13
	Married with 1 Dependant	Permanent Disability – Monthly Pension <b>Option 3. ***</b>	\$ 535.06 per month; If death is unrelated to the industrial injury benefit is \$ 258.78
		Reserve Estimate.	\$ 94,000.
		Death: Monthly Survivor (Widow and Dependant).	\$ 511.50 Payable for life UNLESS remarries – may be eligible for remarriage settlement
		Death: Immediate Payout.	\$ 3,161.66.
		Burial Expenses.	\$ 6,323.32.
		Reserve Estimate.	\$ 79,000.

This example is provided to illustrate what L&I benefits may be provided. Benefits will vary depending on a number of factors including average monthly salary, marital status, and number of dependants.



**Comparison of Benefits Provided to Volunteer Firefighters by the  
Labor and Industries (Through Washington State Patrol) and the  
Board for Volunteer Firefighters**

<b>Benefit</b>	<b>L&amp;I Coverage (through WSP) *</b>	<b>BVFF Coverage ***</b>
<b>Fees</b>	Paid by WSP for each volunteer firefighter on a per hour basis.	\$10 per volunteer per year paid by the municipality. Full-paid non-LEOFF firefighters covered for 1.5 of annual salary.
<b>Medical</b>	If claim is accepted, L&I pays for all doctor, hospital, surgical, pharmacy, and other health care services necessary for the treatment of your workplace injury or occupational disease. There are usually no out of pocket expenses to an employee.	As necessary – Physicians paid according to L&I's fee schedule
<b>Other Services</b>	May include, but are not limited to ambulance service, special or home nursing care, dental repair, convalescent care, crutches, braces, artificial limbs, glasses and hearing aids.	Same, as long as the services are made necessary by a documented fire service injury.
<b>Prescriptions</b>	See Medical.	Paid in full
<b>Hospital</b>	See Medical.	Room and care plus extras such as x-rays, laboratory, physical care.
<b>Disability Compensation</b>	<p>The employee is not paid for the day of the injury or first three calendar days after the injury unless he or she is unable to work for a period of 14 consecutive calendar days or more from the date of injury. An unsuccessful attempt to return to work within the 14-day period will not affect the eligibility for payment for the first three days following the injury, if the worker is off work on the 14<sup>th</sup> day.</p> <p>If the employee becomes disabled later than three days after an injury, time-loss compensation begins on the first day he or she is unable to work.</p>	Not to Exceed amount of loss.

\*Information for L&I was obtained from "Employers Guide to Industrial Insurance".

\*\* Specific information from L&I was obtained by DNR HRD and distributed August 2002.

\*\*\* Information for the Board of Volunteer Firefighters was taken from their website and from the BVFF directly.

\*\*\*\* Comparison provided to show illustrated examples of coverage that is provided by both L&I and the BVFF.

**2005 Mobilization Plan**

**Comparison of Benefits Provided to Volunteer Firefighters by the  
Labor and Industries (Through Washington State Patrol) and the  
Board for Volunteer Firefighters**

<b>Benefit</b>	<b>L&amp;I Coverage (through WSP) *</b>	<b>BVFF Coverage ***</b>
<b>Disability Compensation</b>	<p>Time loss compensation payment ranges from 60 to 75 percent of the injured worker's gross wage and certain benefits, depending upon the workers marital status and number of children at the time of the injury. Example: \$ 4,000 a month at 60% = \$ 2,400 a month **** \$ 4,000 a month at 65% = \$ 2,600 a month **** \$ 3,000 a month at 60% = \$ 1,800 a month **** \$ 3,000 a month at 65% = \$ 1,950 a month **** ** (plus spouse and children)</p>	<p>For first 6 months – if unable to work at regular occupation: 1. \$85 per day + COLA. 2. \$2,550 + COLA per month maximum.</p>
	<p>If your industrial injury or occupational disease causes permanent loss of bodily function, you will receive a permanent partial disability award. The amount received for any physical loss is established by the Legislature and does not include compensation for pain and suffering. There are two types of permanent partial disabilities:</p> <ol style="list-style-type: none"> <li>1) Specified disabilities: some disabilities have awards that are already set by law. These are easily quantified losses, such as loss of vision or hearing, or the loss of an eye, leg, foot, toe, arm or finger by amputation.</li> <li>2) Unspecified disabilities: these disabilities include every other type of impairment caused by an on-the-job injury or occupational illness, such as back injuries.</li> </ol> <p>For unspecified disabilities, the extent of total bodily damage determines the amount of the award. Qualified doctors use nationally recognized medical standards and guidelines to make this determination.</p>	<p>After 6 months – if fully disabled: 1. \$1,275 + COLA per month for member. 2. Plus \$225 + COLA for spouse. 3. Plus \$110 + COLA per child under 18. 4. Maximum of \$2,550 + COLA per month.</p> <p>The State Board may determine that the injured participant receive a lump sum compensation to the same extent as is provided for a permanent partial disability under the workers' compensation under Title 51 RCW in lieu of monthly disability payments.</p>

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**2005 Mobilization Plan**

**Comparison of Benefits Provided to Volunteer Firefighters by the  
Labor and Industries (Through Washington State Patrol) and the  
Board for Volunteer Firefighters**

<b>Benefit</b>	<b>L&amp;I Coverage (through WSP) *</b>	<b>BVFF Coverage ***</b>
<b>Death Benefit</b>	<p>Immediate 100 percent of state's average wage for 2004 (July 1, 2004 to June 30, 2005) is \$ 3,879.40.</p> <p><b>RCW 41.04.017</b>; A \$150,000 death benefit shall be paid as a sundry claim to the estate of an employee of any state agency, who dies as a result of injuries sustained in the course of employment and is not otherwise provided a death benefit through their enrolled retirement system.</p>	\$ 152,000
<b>Funeral Benefit</b>	<p>Up to 200 percent of the State's average wage for deaths that result from injuries: The 2004 benefit would be \$ 7,758.80.</p> <p>The surviving spouse and legally dependant children receive a monthly pension if a work related injury or occupational illness results in an employee's death. The amount is based on the formula used for setting time-loss compensation payments. If the surviving spouse remarries, they may choose a final cash settlement or the right to resume monthly payments if the marriage is terminated. Dependant children continue to receive monthly benefits while they are dependants, even if the surviving spouse remarries.</p>	\$ 2,000
<b>Survivor Benefit</b>	<p>L&amp;I can reimburse out-of-pocket travel expenses when the injured worker must travel more than 10 miles one way from his or her home to receive adequate health care services and it is pre-authorized.</p>	<ol style="list-style-type: none"> <li>1. \$1275 + COLA per month to surviving spouse.</li> <li>2. Plus \$110 + COLA for each child under 18.</li> <li>3. Maximum of \$2,550 + COLA per month.</li> <li>4. Stops upon remarriage.</li> </ol>
<b>Mileage / Travel</b>	<p>A report must be submitted to the Washington State Patrol within 24 hours of the injury.</p>	The State Board may provide reimbursement at State Rate for travel to extended treatment not available in firefighter's own area.
<b>Written Accident Reports</b>		Must be submitted to the State Board within 90 days of the accident.

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**2005 Mobilization Plan**

**Comparison of Benefits Provided to Volunteer Firefighters by the  
Labor and Industries (Through Washington State Patrol) and the  
Board for Volunteer Firefighters**

<b>Benefit</b>	<b>L&amp;I Coverage (through WSP)*</b>	<b>BVFF Coverage ***</b>
<b>Screening physical exam for new volunteers</b>	N/A	Reimbursed up to \$50 per exam.
<b>Damaged Clothing</b>	In some cases, benefits may cover the cost of personal clothing, footwear, or protective equipment that is damaged or lost because of the workplace injury. The same is true if those items are lost or damaged because of emergency treatment offered on the scene. Receipts for repair and replacement articles are required.	N/A
<b>Vocational Rehabilitation</b>	Injured employees who are unemployable as a result of their industrial injuries may qualify for vocational rehabilitation services.	N/A
<b>Pension Awards</b>	A monthly pension for life is granted to an employee whose injury or illness results in permanent inability to work based on medical and vocational reports. Pensions are also granted if the accident results in the loss of both legs or both arms, or the loss of a leg and an arm, or a complete loss of eyesight.	A monthly pension may be granted to a firefighter who is unable to perform any work for compensation or profit for as long as they remain unable to work at any job. A pension will also be granted if the accident results in the loss of both arms, or both legs, or the loss of a leg and an arm or complete loss of eyesight.
<p><b>How do I know who is covering my insurance?</b> If you are a volunteer or part-time/part-paid fire fighter and your fire department is paying you directly: You are covered under the Board of Volunteer Firefighters. .</p> <p>If you are a volunteer or part-time/part-paid firefighter and you are being paid by the Washington State Patrol: You are covered by L&amp;I.</p>		

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**2005 Mobilization Plan**

# **Comparison of Benefits Provided to Volunteer Firefighters by the Labor and Industries (Through Washington State Patrol) and the Board for Volunteer Firefighters**

## **Am I eligible for the Public Safety Officer Benefit (PSOB) if covered by L&I or BVFF?**

One of the requirements for PSOB coverage is that a public safety officer must have been authorized to perform the line-of-duty action during which a traumatic injury was sustained. If you meet that requirement, then an application for the PSOB can be submitted on your behalf. Each application is reviewed and determined on a case by case basis.

<b>Questions Commonly Asked Regarding L&amp;I Coverage at Fires &amp; Out of State</b>	
<b>Covered on shift or in camp?*</b>	<p>"If you direct a firefighter to be in an area to fight a fire and you are feeding and housing them in a temporary camp, they are covered while directly fighting fires and while on location at the camp." Doug Mathers L&amp;I Auditor</p>
<b>What is "Acting in the course of employment?"**</b>	<p><b>RCW 51.08.013 "Acting in the course of employment."</b> (1) "Acting in the course of employment" means the worker is acting at his or her employer's direction or in the furtherance of his or her employer's business which shall include time spent going to and from work on the jobsite, as defined in RCW 51.32.015 and RCW 51.36.040, insofar as such time is immediate to the actual time that the worker is engaged in the work process in areas controlled by his or her employer, except parking area. It is not necessary that at the time an injury is sustained by a worker he or she is doing the work on which his or her compensation is based or that the event is within the time limits on which industrial insurance or medical aid premiums or assessments are paid.</p> <p>State employees are covered by L&amp;I anytime they are injured on work time. It doesn't matter who the incident jurisdiction is or whether the DNR employee is in state or out of state.</p> <p>When a Washington State employee gets medical treatment out of state for a work related injury, instruct the medical provider to call the Washington State Department of Labor and Industries at 1-800-848-0811 (Provider Hotline). The provider should ask L&amp;I for a provider number and an Injury Report form with a Claim Number.</p>
<b>Coverage Out of State?*</b>	
<b>When does my L&amp;I Coverage start with State Mobe?</b>	From the time you report to the station, preparing to leave for the incident until you get back.

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\*\*\*\* Comparison provided to show illustrated examples of coverage that is provided by both L&I and the BVFF.



## **Appendix H**

### **L&I and Volunteer Pension Relief Comparison**

#### **2005 Mobilization Plan**

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## **Appendix I**

### **Mobilization Team Leader**

### **Guide**

### **2005 Mobilization Plan**

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#### **Introduction**

This document is provided for fire service Strike Team/Task Force Leaders and Company Officers. It will provide guidance in the preparation and operation of your Washington State Fire Service Resources Mobilization Strike Team at any incident.

The information presented is based on past experience, recognized standards, and policies and procedures. The Strike Team/Task Force has become an effective tool in the emergency management of incidents of all types. The use of Strike Teams and/or Task Forces enables fire agencies to make incident assignments. Fire apparatus and crews, with a team leader, arrive as a team, work as a team, and are released or reassigned as a team.

Requests for apparatus should always be by ICS Type and Kind:

A "Strike Team" is defined as:

"Specified combinations of the same kind and type of resources, with common communications and a leader."

In some instances, due to the nature of an incident, Task Forces may be formed. A Task Force is defined as:

"A group of resources with common communications and a leader, that may be pre-established and sent to an incident, or formed at an incident."

It is important that you understand the difference between Strike Teams and Task Forces. An engine strike team is a specified number (5) and type of engines (Type 1, 2, 3, 4, 5, and/or 6), assembled for a tactical assignment on an emergency.

A Task Force could be any combination of engines, mixed with other types of suppression and rescue resources. An example of a Task Force is two engines, a ladder truck, and an ambulance, with a leader.

If you are a Team Leader, Company officer, or a firefighter, many thoughts will flash through your mind when your department is assigned to a major emergency.

- What personal items and clothing do you need to pack?
- Is all personal protective equipment (PPE) needed? Wildland and Structural?
- Will your strike team respond together or will you assemble at the emergency?
- Do you know where the incident is located? How will you get there?
- Do you need an Incident Order Number and Request Number?
- Can you communicate with your supervisor by radio or cell phone?
- Who do you contact if you have a problem while en route to the emergency?
- On arrival, who do you report to?
- Will you need to complete special forms?

**Appendix I  
Mobilization Team Leader  
Guide  
2005 Mobilization Plan**

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The purpose of this document is to present the information you need to answer these questions.

**Our goal is to prepare you to respond to any incident and perform the tasks you have been trained for.**

### **Response Preparation**

Many fire departments in Washington have developed Strike Team Kits, which may be carried in a staff vehicle or on an engine. You may also wish to develop a checklist to assist you before leaving on an assignment that will require you to travel long distances and be of an extended duration.

**Remember:** It may be some time before you eat and get a place to sleep. You can get wet, dirty, and cold. Be prepared to take care of your personal needs. Being properly prepared strengthens personal confidence and security.

### **Needs**

- Credit Cards - Fuel, Personal, ATM, telephone calling card.
- Money - to be used for food, phone calls, other needs while traveling to and from the Incident.
- Change of clothes, underwear, socks, and proper footwear.
- Personal items: toothpaste, toothbrush, shaving supplies, toilet paper, bandana, towel, replacement eye glasses/contact lens, etc.
- Medicine or medication, if required.
- Canteen, non-perishable food (freeze dried or MRE), canned juices, etc.
- Sleeping bag, blankets, cot, or sleeping pad.
- Safety equipment: Structural and wildland turnouts, helmet, gloves, fire shelter, goggles, boots (high top, all leather, lace-up, sewn lug sole), etc.
- Breathing apparatus (with spare bottles).
- First Aid Kit, eye-wash, aspirin, snake bite capability.
- Portable radio, extra batteries, charger.
- Cellular telephone, pager, etc., extra batteries, chargers.
- Maps: AAA, Thomas Brothers, topographic, etc.
- Belt weather kit.
- Compass, GPS device, clipboard, tape, pencils, flagging, etc.
- Other items you may require for a long assignment.

**Note:** Don't forget the apparatus and its needs. If not carried, bring:

- Extra engine oil, transmission fluid.
- Engine drive belts.

It is important that you know the proper procedures to follow in the event problems develop while enroute or returning from a Strike Team response. Do you have the authority to purchase fuel, food, motel accommodations, or to repair apparatus and equipment? If you do not have the authority, it is important you know whom to contact for assistance.





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This document cannot address policies and procedures that apply to all fire departments assigned a mobilization incident. In any case, if you have an emergency, contact the closest fire agency for temporary assistance. It is extremely important that you notify your home agency, Regional Coordinator, or dispatch center if you encounter problems on the road. They can assist in making the necessary arrangements, provide direction, and contact your department for you.

You should have these phone numbers with you at all times:

1. Dispatch Center
2. Regional Coordinator
3. State EOC 24-Hour Number (800) 258-5990 or WSP Pod (253) 912-4932

### Duties and Responsibilities

The Team Leader selected to command the strike team **Should Be** qualified by NWCG 310-1 Standards and be knowledgeable in both structural and wildland fire control. Personnel responding to a Forest Agency request for overhead positions shall meet the training requirements established for the ICS position to be filled. (Reference: NWCG 310-1).

Most fire departments, with the assistance of their Fire Defense Region should take part in Team Leader training classes. Following successful completion of classes, individuals may be placed on a list as a Team Leader (or as a Trainee), if authorized by the Chief of their department. Team Leader "lists" will be maintained by the Washington State Patrol, Fire Protection Bureau.

### The Strike Team/Task Force Leader (Engine) is Responsible for:

1. The overall safety and condition of the strike team, personnel and equipment.
2. The movement of the strike team traveling to and returning from the emergency.
3. Operational deployment of the strike team at the incident, as directed by the Incident Commander, or other member of the Incident Management Team.
4. Familiarity with strike team operations, including assembling, responding, and directing the actions of the assigned units, keeping the team accounted for at all times.
5. If the strike team is dispatched on an Initial Attack basis, assembling the units at the incident.
6. Contacting their home agency, Regional Coordinator or dispatch center for assistance with problems encountered on the incident, including mechanical, operational, or logistical issues.
7. Ensuring your vehicle has adequate communications capability.
8. Check all Apparatus Inventory and Mobilization Manifest Forms for each engine assigned to you at the incident.
9. The safety of all personnel and apparatus during response, emergency operations, or while in staging areas, mobilization center, and return to home jurisdictions.



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10. Maintaining positive public relations for home agency, the incident, other agencies represented on your Strike Team/Task Force, and the Washington Fire Service.

Simply stated, the Strike Team/Task Force Leader (Engine) must have the capability and experience for managing, coordinating, and directing the actions of fire crews/companies at a wide variety of emergency situations. This includes maintaining all required records, and ensuring the logistical needs of all personnel are met during the entire activation of the strike team/task force.

A Strike Team/Task Force may, at the discretion of State Mobilization Resource Coordinator, include a Strike Team/Task Force leader trainee as a member of the unit. The trainee will be covered under their own Overhead resource request number. The Strike Team/Task Force leader trainee should check in with the Planning Section or an Incident Training Specialist. The Strike Team/Task Force Leader Trainee shall travel with the Strike Team/Task Force in a vehicle from the existing Strike Team/Task Force and will not be reimbursed for the use of a separate trainee vehicle. Personnel filling Strike Team/Task Force leader (trainee) positions shall be certified at the Strike Team/Task Force leader (trainee) level per Wildland Fire Qualification NWCG 310-1.

### Operational Procedures

The Strike Team/Task Force Leader will receive instructions at the time of dispatch by the Operational Area Fire and Rescue Coordinator Dispatch Center. Information should consist of the following:

#### Incident Assignment

**Incident Name, and Type:** If known; i.e., "Goodhoe Hills" - mobilization fire in Klickitat County Fire District # 7 jurisdictional boundary.

**Incident Order Number:** You will receive an Incident Order Number. This number indicates who you will need to submit claims for payment to. This is based on a national system. The first two letters indicate the state, the next three letters represent the agency location; for Mobilization, these will always be WFS for the Washington Fire Service, followed by three numbers. These are sequential numbers issued to each incident.

Anytime an "S" is the third letter in the agency location, it represents DNR in Washington, unless the first two are "WF", then it's the Washington Fire Service. Examples of other federal numbering schemes are:

State Mobilization WA-WFS-000	DNR will be WA-**S-000,
Forest Service WA-**F-000,	Bureau of Land Management WA-**D-000
Bureau of Indian Affairs WA-**A-000	National Park Service WA-**P-000
US Fish & Wildlife WA-**R-000	



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**Resource Request Number:** Associated with the Incident Order Number, you must receive a Resource Request Number (example: E-202) prior to leaving for an incident.

**Overhead** personnel will be issued an “**O**” number,  
**Equipment** w/personnel will be issued an “**E**” number,  
**Aircraft** w/personnel will be issued an “**A**” number,  
**Crews** will be issued a “**C**” number, and  
**Supplies** will be issued an “**S**” number.

**Example:** Strike Team Leader, Strike Team Leader Trainee, and five engines with four persons on each engine;

Position	Number Type	Personnel Number	Equipment Number
Strike Team Leader	O	2135	2135
Strike Team Leader Trainee	O	2136	2136
Engine 1 w/4 people	E	Uses Equipment #	2137
Engine 1 w/4 people	E	Uses Equipment #	2138
Engine 1 w/4 people	E	Uses Equipment #	2139
Engine 1 w/4 people	E	Uses Equipment #	2140
Engine 1 w/4 people	E	Uses Equipment #	2141

**Reporting Location and Travel Route:** Obtain detailed information, if needed; i.e., "Goodnoe Hills" Staging Area, Klickitat County Fairgrounds, East on SR14 from Vancouver, North on SR97 into city of Goldendale, take first exit, cross over freeway. Fairgrounds ahead ½ mile on right.

**Initial Attack, Immediate, Or Planned Need:** Immediate Need Resources will be called for from the within the Fire Defense Region or adjacent Fire Defense Region. The request for Immediate Need resources is to **Protect Life or Property** imminently threatened by the event.

If the assignment is a **Planned Need** and will not begin until the next operational period, or a designated time subsequent to the next period, it will be determined how much time is needed for the resources to prepare and respond, and whether they will assemble at an established rendezvous point or at the incident.

This will in turn determine the departure time of the resources. If time permits, it is desirable for the resources to assemble and be briefed by the Strike Team/Task Force Leader prior to arriving at the incident.



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Mode	Time Frame	Location Of Incident
<b>Initial Attack</b>  Same Fire Defense Region or adjacent Region.	Instantly or as quickly as possible	<ul style="list-style-type: none"><li>• Closest available mutual aid resources within operational area or adjacent operational area.</li><li>• Resources will normally rendezvous <b>at the incident</b>.</li></ul>
<b>Immediate Need</b>  Same Fire Defense Region or adjacent Region.	Responding to incident within 30 minutes	<ul style="list-style-type: none"><li>• Mutual aid resources respond to incident within 30 minutes from time of dispatch within Region, or adjacent Regions.</li><li>• May or may not rendezvous prior to departure.</li></ul>
<b>Planned Need</b>  Normally from an adjacent Fire Defense Region.	Planned incident arrival time determines departure time	<ul style="list-style-type: none"><li>• Mutual aid resources respond within the Region, adjacent Regions as needed for the next operational period or as determined by requesting agency.</li><li>• Usually will rendezvous before departure and travel together</li></ul>

**At the Rendezvous Point:** Provide Strike Team/Task Force Briefing;

- Introduce yourself to the Company Officers, and other team members.
- Inform the team what you know about the incident and the strike teams assignment.
  - Determine your response route; consider time of day and fueling stops.
  - Select one Engine Company Officer to "bring up the rear" while traveling and to lead the Strike Team/Task Force in your absence.
  - Identify a common radio frequency or obtain cell phone numbers for the team for enroute communications.
- Provide a safety briefing for traveling.
- Conduct an inspection of the strike team to determine crew size and capability, apparatus capability, special equipment carried, and communication capability, etc.
  - Are the members qualified for the request?
  - Do they have the proper PPE?
    - Personnel arriving at a mobilization that are not qualified and that do not have the proper PPE will be sent home.

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- Identification: Strike Team Leaders should have a Strike Team Leader Kit.
  - The kit should include:
    - Copy of the Mobilization Plan
    - ICS Forms:
      - Check In
      - Unit Log
      - Crew Performance
      - Crew Time Report
      - Equipment Time Record
      - Personnel Time Record
  - NWCG Fireline Handbook
  - Washington Fire Service Directory
  - Hazardous Material Guidebook
  - Accident Report Forms
  - Legal pad, pens, clipboard
  - Map(s)
  - Forms to be completed prior to departure:
    - Mobilization Manifest
    - ICS 211, Incident Check-in List
    - Apparatus Inventory
    - Crew List (name, SSN, Emergency Contact)

This packet of information is intended to make the required record keeping easier; however, it should not hamper your primary mission if you do not receive the "kit." Instruct company officers to inventory their engines after release (or reassignment to another incident). The Strike Team Leader on scene will verify inventory. At time of response, you may be requested to respond directly to a Division/Group Supervisor for immediate assignment. The Strike Team/Task Force Leader should check-in and obtain a briefing from the Division/Group Supervisor as soon as possible after arrival.

**Active Assignment**

- Reporting Location - obtain detailed information.
- Incident Information - you should receive the following at time of dispatch:
  - Incident Type and Check-In location
  - Name of incident, if known
  - Incident Order and Request Number
  - Your Strike Team/Task Force number
  - Communications frequency (travel and tactical)
  - Name of the person to whom you are to report and radio call number

**Note:** Use clear text (no radio codes) and common terminology in all radio transmissions.



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The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The leader reports work progress, resource status, and other important information to a Division/Group Supervisor and maintains work records on assigned personnel.

- Review Common Responsibilities, found in Chapter 1 of the Field Operations Guide.
- Review assignments with subordinates and assign tasks.
- Monitor work progress and make changes when necessary.
- Coordinate activities with adjacent strike teams, task forces, and single resources.
- Travel to and from active assignment area with assigned resources.
- Retain control of assigned resources while in available or out-of-service status.
- Submit situation and resource status information to Division/Group Supervisor.
- Maintain Unit/Activity Log (ICS Form 214).

### Procedures and General Guidelines

The following procedures and guidelines apply to all personnel and equipment participating in mobilization.

1. Type I or Type II Engines are commonly requested for structural protection in a wildland or urban interface fire environment. They are not designed for operations on narrow, unsafe roads, cat, or brush trails. Use good judgment when deploying fire apparatus during emergency operations. Plan ahead.
2. Only qualified members of the assigned department shall drive and operate agency fire engines (agency insurance coverage).
3. Unit Logs are to be carried on all Engines. Record all losses, repairs, and maintenance. When completing the report, attach all fuel delivery receipts to the EERA.

**Warning:** Fire engines are heavy fire apparatus. Avoid excessive speed, especially on grades. Frequent brake application causes brake fade and the brake system will be ineffective. Have qualified maintenance personnel adjust brakes on a regular basis.

The purchase of tires and batteries requires approval of the Division Group Supervisor. It is acceptable to borrow (if possible) a tire or battery from a local fire agency during an emergency response. During a major fire emergency, tire service is normally available at or near the incident base (contact Ground Support unit). This type of repair is generally included in the “wet rate” and not-reimbursable.

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**Engine Strike Team/Task Force Responsibilities**

**Do Not:**

- ☐ **Do Not** take lawn chairs, hammocks, large radios, or TV. Pets or animals are not allowed. YOU ARE RESPONDING TO AN EMERGENCY.
- ☐ **Do Not** bring non-fire related equipment on engines (i.e. mattresses, chairs, etc.) If it doesn't fit in the compartments, do not take it.
- ☐ **Do Not** have major repairs done on engines without authorization. You may have to pay the bill yourself. This includes tires and batteries.

**Do:**

- ☐ **Do** provide staffing of three or four firefighters, safely belted in the cab of the apparatus. **No Personnel Shall Ride On Tailboard.** All personnel must have full turnouts for structure fires and all required wildland personal protective equipment. All members will wear and use PPE when appropriate. Consider double layering with cotton under garments.
- ☐ **Do** take a change of clothing, toothbrush, soap, towel, sleeping bag, and air mattress. Rations should be carried on the engine for emergencies. Take cash, credit cards, and get receipts for all purchases. Do take an ice chest for the crew, which will be stored in compartment. A small portable radio/TV is permissible. Bring reading material, camera, etc. (Caution, lost or damaged personal items may not be replaced or repaired by the Fire Agency).
- ☐ **Do** notify your Dispatch Center when you are enroute and when you arrive back to your home station.
- ☐ **Do** treat all firefighters, officers, and the public with respect. You might not always agree with the way things are being done. Keep your eyes open and learn.
- ☐ **Do** call your regional coordinator by phone or radio and the Washington State Fire Marshal located at the State EOC at (253) 912-4932, or 24 Hours at (800) 258-5990, if a mechanical problem occurs on the way to an assignment. They will advise you how to handle the problem.

**Code Of Conduct For Strike Teams**

- Normal radio procedures will be utilized. Radio traffic between units will be kept to a minimum.
- This is not a vacation.
- Know whom you are working for.
- Limit the procurement of equipment to what is needed.
- All equipment issued at the incident must be returned before you are demobilized. Theft of equipment is a crime.
- Crews will maintain a state of readiness when not assigned.
- Recreation will be limited to out-of-service hours.
- Maintain and wear all safety clothing.
- Wear the proper uniform while in the incident base.
- Your actions are a reflection of your organization.
- Do not enter any residence without the owner's permission except to fight a fire in that structure. Respect the property of the residents you are protecting.



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#### Demobilization/Release

The Planning Section is responsible for the preparation of the Demobilization Plan to ensure that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident. The Logistics Section is responsible for implementing the plan.

- Demobilization and release will take place in accordance with the Incident Demobilization Plan using ICS Form 221 (**Follow Demob Plan**).
- Obtain necessary supplies to ensure that the Strike Team leaves in a "state of readiness". If unable to replace lost or damaged equipment, notify your Division Group Supervisor and get written acknowledgment from the Incident Commander prior to leaving the incident. Return all radios and equipment on loan to you from the incident.
- **Timekeeping:** OF286 Emergency Equipment – Use Invoice is utilized to record and substantiate activities fire service apparatus. It is designed to record information equipment.
  - The OF288 Emergency Firefighter Time Report is used to track personnel time.
- **Debriefing:** Critique assignment and performance. NOTE: Some Incidents/Agencies will require that the Incident Personnel Performance Rating form, ICS 225, be filled out for each subordinate. It will save time during Demob to check ahead to determine if Performance Ratings will be required. Notify personnel that the area/facilities should be returned to the pre-incident condition.
- Vehicle Safety Inspections may be required before a Strike Team can be released. This takes time, plan ahead. ICS Form 212, the Incident Demobilization Vehicle Safety Inspection, will be completed out by the inspector (usually an agency mechanic). Ensure your paperwork (equipment/personnel) is turned in prior to arriving at timekeeping to demobe. This will assist in avoiding delays.
- Instruct personnel on travel procedures to return home or to new incident. (Determine any planned stops and disassembly points).
- Notify your home agency and dispatch center of your release, travel route, and estimated time of arrival back home.



### Strike Team Briefing Checklist

- ☐ **General Message and Incident Update**  
Introduce self, STL Trainee, and identify "Asst. STL" (most experienced engine captain). Provide brief overview of known incident information and assignment, work ethic, professionalism, and human relations expectations.
- ☐ **Communications**  
Identify cell phone numbers, travel, and tactical radio frequencies. Determine radio designators for engines/captains, STL, and STL (T). Radio traffic will be kept brief, professional, and to minimum. Information will normally be exchanged up and down via Captains' Meetings and the chain of command. **Exception:** immediate and/or unresolved safety issues. Distribute portable radios/batteries if available/needed
- ☐ **Engine Readiness**  
Full water tank, rig for probable assignment, identify engines, resource order number on windshield with white shoe polish applicator.
- ☐ **Safety**  
Review known or probable incident hazards, emphasizing LCES; Identify EMS resources on team; PPE donned.
- ☐ **Travel Procedures**  
Response urgency, including appropriate use of emergency lights/siren, travel route, planned stops, and reporting location. Keep formation tight; slowest engine in front, Asst. STL engine bringing up the rear. Advise when approaching quarter fuel during travel, at least half fuel at time of deployment. Fuel payment procedures.
- ☐ **Operations**  
Briefly review essential elements of anticipated tactics (e.g. structure protection, progressive hose lay, running attack), emphasizing water conservation and mobility. Identify members having special experience/qualifications, e.g. Hot Shot, sawyer, mechanic. Assignments will primarily be based on crew experience, capability, and readiness. No freelancing. Engine Bosses will advise their STL when their assignments are completed or if they are receiving conflicting orders from the Division Supervisor, etc.
- ☐ **All the time**  
Staging means 3-minute **maximum** ready time. Accountability and behavior expectations during unassigned time; all supply requisitions will go through the STL or designee. If anyone is unable to commit to this assignment for at least 72 hours, advise as soon as possible.
- ☐ **Closing Comments/Questions**  
May postpone until approaching incident.



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## **Appendix J**

### **Compensation of Full-Time FLSA-Exempt Personnel For State Fire Mobilization Assignments 2005 Mobilization Plan**

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#### **Purpose**

There have been recurring questions regarding the means for compensating full-time FLSA-exempt personnel for state fire mobilization assignments. The underlying question is: Can exempt personnel be granted extra compensation without compromising their exempt status? These guidelines answer that question and provide policy and procedure examples.

**(See Forms – Appendix M for examples)**

#### **Fair Labor Standards Act**

The federal Fair Labor Standards Act establishes the standards and requirements for employee compensation. Employees who meet minimum prescribed standards of responsibility and are paid a salary (as opposed to an hourly wage rate) are classified as “exempt” from FLSA compensation rules. The FLSA “test” for determining exempt status is beyond the scope of these guidelines.

The primary thrust of the FLSA regulations for exempt status addresses the loss of that status when an employee is subject to deductions from pay, not additions to pay.

The regulation specifically allows for additional compensation, and consistent letter rulings state that such additional compensation may be made on any basis.

Many public employers who otherwise pay exempt employees on a salary basis also have some form of overtime compensation that may be in the form of additional pay (often at a straight time rate) or compensatory time.

#### **Regulations**

The regulations include a specific allowance for additional compensation besides salary: Minimum guarantee plus extras. It should be noted that the salary may consist of a predetermined amount constituting all or part of the employee’s compensation. In other words, additional compensation besides the salary is not inconsistent with the salary basis of payment. 29 CFR Section 541.118(b).

Another regulation that is notable applies to overtime payments: Section 7(p)(2) of the FLSA provides that where state or local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability. 29 CFR Section 553.30(a).

The important aspect of this regulation is the reference to “occasional or sporadic”, which is further defined in the succeeding subsection:

The term occasional or sporadic means infrequent, irregular, or occurring in scattered instances. There may be an occasional need for additional resources in the delivery of certain types of public services that is at the time best met by the part-time employment of an individual who is already a public employee. 29 CFR 553.30(b)(1).



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### **Compensation of Full-Time FLSA-Exempt Personnel For State Fire Mobilization Assignments 2005 Mobilization Plan**

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#### **Administrative Letter Rulings: Department of Labor, Wage and Hour Division**

Two letter rulings dated April 6, 1995, from Daniel F. Sweeney, Deputy Assistant Administrator, address the point in question.

- (1) Opinion concerning whether a salaried exempt employee can be paid additional compensation for services rendered in excess of 40 hours in a workweek.
- (2) Does the payment of additional compensation to employees who meet both the duties test and salary basis for exemption under Part 541 defeat an otherwise valid exemption?

#### **Response:**

Additional compensation besides the required minimum weekly salary guarantee may be paid to exempt employees for hours worked beyond their standard workweek without affecting the salary basis of pay. Thus, extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or at one-half time, or flat sum, or on any other basis.

#### **Department of Labor Field Operations Handbook**

This reference clearly allows the use of either overtime or compensatory time for exempt employees:

##### **Extra Compensation Paid for Overtime**

Extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or flat sum, or on any other basis. Section 22b01.

This appears to be based on the 1995 administrative letter rulings cited above.

#### **Court Rulings**

Court rulings on the question of additional compensation effecting exempt status are split. The 4th Circuit has explicitly found that employees exempt under the act (FLSA) may be paid overtime (on whatever basis) for hours worked beyond their regular schedule. No federal court has unequivocally condemned such practices. One Federal District court has expressly approved straight-time overtime, but another has suggested that hourly overtime would invalidate the exemption. None of these court rulings have addressed the administrative letter rulings by the Department of Labor or the potential good faith reliance defense thereon.

Review of the relevant case law indicates that regular and consistent payment of overtime or compensatory time, in conjunction with normal and regular duties and assignments, may defeat salaried status. If the extra hours are usual and/or regularly anticipated, additional compensation for such extra hours is not considered generally consistent with salaried status. These characteristics contrast sharply with the reference in the regulations to "occasional or



## **Appendix J**

### **Compensation of Full-Time FLSA-Exempt Personnel For State Fire Mobilization Assignments 2005 Mobilization Plan**

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sporadic” instances of special part-time or temporary public employment, which are exceptions from even normal (i.e., non-exempt) overtime payment if the work is undertaken at the sole option of the employee. The point is noted because state fire resource mobilizations are clearly “occasional and sporadic” as defined by the Department of Labor.

#### **Decision Summary**

Department of Labor regulation specifically permits additional compensation besides salary for exempt employees.

State fire resource mobilization is an infrequent event, only implemented in the event of a major emergency situation requiring resources beyond those available locally or by virtue of mutual aid. Court questions on the effect of additional compensation payments to exempt status center on regular and consistent local practices.

Extra compensation for exempt status personnel, granted for response to major emergency incidents that are infrequent and unusual, is allowable, and such extra compensation will not defeat salaried status.

#### **Implementation Procedure**

Local fire protection jurisdictions that have concluded that extra compensation is allowable for their exempt personnel responding to state fire resource mobilizations have generally enacted a policy prescribing the principles for granting such extra compensation and, in some instances, incorporated provisions for it within their staff salary and benefit program. Such policies and procedures are encouraged because they can incorporate the legal foundations for them and prescribe the principles for allowing such payments.

Examples of policies and procedures are found in **Appendix M**.



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**Compensation of Full-Time FLSA-Exempt Personnel**  
**For State Fire Mobilization Assignments**  
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In the event of a state mobilization of fire resources for any reason, responding fire personnel must remember that the minimum state mobilization time commitment is 72 hours (three days) and at least the first day (24 hours) should be viewed as one without logistical support provided at the incident.

The minimum equipment and supply inventory for a state mobilization response will depend on the nature of the incident, the task assignment, and the duration of the incident. Most of the recommended inventory is common and can be prepackaged and ready for quick response. A backpack is recommended for use as an easy to transport, 24-hour survival kit in the event that crews are immediately deployed without the benefit of setup time in base camp. All other items should be placed in a durable duffle bag; suitcases are not recommended.

**Recommended Minimum Items for Wildfire / Interface Operations  
NWCG Fireline Handbook (NFES 0065)**

- Generally, the total weight limit per individual is 55 pounds (35 pounds for personal equipment and 20 pounds for web gear or briefcase)
- Tags or markings are recommended for identifying personal gear
- External frame packs should not be used due to their bulk
- Personal protective equipment required:
  - Wildfire: Fire shelter, flame-resistant clothing, hardhat (with chinstrap and headlight clips)
  - Interface Operations: In addition to wildfire equipment above, complete structural personal protective equipment
- Small backpack and other web gear for working on the fireline
- Work gloves
- Leather boots (lace-up, heavy duty)
- Socks (heavy duty)
- Jackets: One heavy, one light, of cotton, wool, or flame-resistant material
- Agency-approved fire shirts and trousers
- Underclothes (non-synthetic fabric)
- Handkerchiefs
- Personal toilet gear
- Watch
- Optional: Sunglasses, writing paper, envelopes, and stamps

Cameras are not recommended for fireline personnel.



## Appendix K Recommended Travel Kit

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#### General Recommendations for Personal Travel Kit

- Clothing:
  - Underwear (two sets)
  - Outerwear (one set)
  - Socks
  - Jackets
- Optional:
  - Rain gear
  - Hat
  - Sweatshirt or sweater
- Protective Clothing:
  - Required personal protective equipment
  - Accountability tags
- Personal Hygiene Supplies:
  - Toilet kit
  - Towel
  - Lip balm
  - Lotion
  - Sunscreen
- Sleeping bag
- Miscellaneous:
  - Medical Information Card
  - Red Card (or other certified training record)
  - Sunglasses
  - Watch
  - Pocket knife

#### Team Supply

- Toilet paper, tissues, paper towels, garbage bags
- Flares
- Binoculars
- Batteries (flashlight and radio), battery charger
- Water (bottled)
- Food (72 hours)

#### Strike Team / Task Force Leader

- ICS Forms: 211 (Check-In), 214 (Unit Log), 224 (Crew Performance)
- Mobilization Manifest Form
- NWCG Fireline Handbook (all incidents)
- *Washington State Fire Services Resource Mobilization Plan*
- Washington State Fire Service Directory
- Hazardous Materials Guidebook
- Accident report forms
- Legal pads, pens, clipboard
- Map(s)
- Cellular telephone
- Forms to be completed prior to departure:
  - Mobilization Manifest Form
  - ICS 211, Incident Check-in List
  - Apparatus Inventory
  - Crew Lists (name, SSN, emergency contact)



**Fire Defense Region**

- Identify in-region Communications resources
  - Radio systems (fire/law VHF and UHF)
  - Mobile command posts
  - Radio cache
- Identify in-region Communications Unit personnel
  - Fire dispatch personnel available for state mobilization
  - Communications Unit leaders
  - Radio technicians
- Establish training for personnel to ensure their preparation to function in their specified roles.
- Identify radio frequencies utilized within the region, and prepare a plan for their coordinated utilization in support of major operations.



## **Appendix L Communications**

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## Appendix M Forms

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The following forms are found in this section. They are available by contacting your Regional Coordinator or the Emergency Mobilization Section (360) 753-0498 or (360) 753-0565.

<b>Form Name:</b>	<b>Used For / By:</b>
Mobilization Request	Fire Chief to request Mobilization
Regional Resource Availability	Regional Coordinators
Agency Reimbursement Invoice	Agencies seeking reimbursement for personnel
Individual Time Record	Agencies – attaches to Agency Reimbursement Invoice
Expense Claim Invoice	Anyone submitting a claim for expenses
Injury / Exposure Report	Anyone who is injured or exposed to a hazard
Loss/Damaged Equipment	Used to record loss or damage to equipment
Mobilization Manifest	Anyone Responding to a Mobilization
Sample Delegation of Authority	Local Fire Chief
Sample Agency Administrator In-Brief	Local Fire Chief
Model Agreement – For Temporary Employees	Local IAFF and Agency
Sample Resolution for Compensation	Agency
WSP Waiver	Anyone being reimbursed by Mobilization
IRSS / ITS Check In-Form	Anyone responding to a Mobilization
After Action Review	Anyone participating in a Mobilization
Mobilization Common Question Guideline	Anyone participating in a Mobilization



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# Request For Mobilization Form

## 2005 Mobilization Plan

WSP/EMD Use Only
Date/Time Received:
Date/Time Approved:
Mobilization # : WA – WFS – _____

Mobilization Authorization	
Date of Request:	Time of Request:
Requesting Agency:	Phone: (     )
Fire Chief or Designee:	Phone: (     )
On Scene I/C:	Phone: (     )
Regional Fire Coordinator:	Phone: (     )
Has the Regional Coordinator been contacted? [Yes] [No] Who:	
Incident Location	
Type of Incident:	
Size (acres, blocks, miles)?	Weather:
Location of Incident: (Describe location relative to roads/towns):	
County:	Nearest City:
Is the incident in your fire jurisdiction? [Yes] [No] Is it imminently threatening your jurisdiction? [Yes] [No]	
Have local resource been exhausted? [Yes] [No] Has mutual aid been expended? [Yes] [No]	
Does the event jeopardize the ability of the local jurisdiction to protect lives and property? [Yes] [No]	
What is at risk? (number of lives/homes/crops)	
Evacuations? [Yes] [No] [Probable]	Estimated number of people to evacuate?
What land is it on? (Check all that apply) <input type="checkbox"/> Private <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Unprotected	
Resources Needed	
What specific resources are needed?	
Reporting Area	
Command Post: Location (address)	
Contact Person:	Phone: (     ) _____

FAX this document to the State Emergency Management Division's State Emergency Operations Officer at (253) 512-7203.

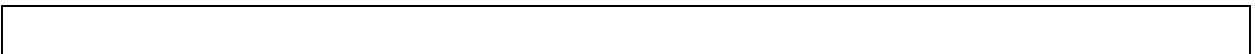
**Call 1-800-258-5990 for the State Emergency Operations Officer.**



## 2005 Mobilization Plan

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# Regional Resource Availability Form

## 2005 Mobilization Plan

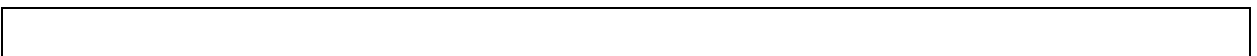
Region:			Coordinator:			Phone:		
<b>Type 2 Team Positions</b>				<b>Type 3 Team Positions</b>				
Position	Certified	Trainee		Position	Certified	Trainee		
I/C				I/C				
IIO				IIO				
SOF				SOF				
OPS				OPS				
LSC				LSC				
FSC				FSC				
DIVS				DIVS				
RESL				RESL				
EQTR				EQTR				
PTRC				PTRC				
COML				COML				
SPUL				SPUL				
GSUL				GSUL				
TIME				TIME				
PROC				PROC				
COST				COST				
<b>Other Overhead Positions</b>								
STL / TFL				Trainee				
SRB				Trainee				
Technical				Trainee				
<b>Equipment</b>								
Can Commit Resources Either As Single Resources or Strike Team/Task Force But Not Both								
Single Resource				Strike Team		or	Task Force	
Type 1							<b>Urban Task Force</b>	
Type 2							3 STE, 1 Aerial, 1 CV	
Type 3								
Type 4							<b>Rural Task Force</b>	
Type 5							3 STE, 2 WT, 1 CV	
Type 6								
IF Attack							<b>Interface Task Force</b>	
Type 1 WT							2 STE, 2 WLE, 1 WT, 1 CV	
Type 2 WT								
Type 3 WT							<b>Wildland Task Force</b>	
BLS Unit							3 WLE, 1 WT, 1 CV	
ALS Unit								
Command								



## 2005 Mobilization Plan

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# Agency Reimbursement Invoice Form

## 2005 Mobilization Plan

<b>Agency Name:</b>		<b>Event Name:</b>	
<b>Address:</b>		<b>Federal Tax ID #:</b>	
<b>City:</b>		<b>Phone #:</b>	
<b>State:</b> Washington	<b>ZIP:</b>	<b>Contact Name:</b>	

**Reimbursement for the Following Agency Personnel:**

Name	Regular Hours	Overtime Hours	Regular Rate	Overtime Rate	Sub-Total
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
6			\$	\$	\$
Agency Personnel Sub-Total				\$	-

**Reimbursement for Backfill of Agency Personnel:**

Name	Overtime Hours	Overtime Rate	Sub-Total	1/3 of Sub-total
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$
6		\$	\$	\$
7		\$	\$	\$
8		\$	\$	\$
Agency Backfill Sub-Total			\$	

**Totals**

Agency Personnel Sub-Total	\$
Agency Backfill Sub-Total	\$
Total Agency Reimbursement	\$

Completed by:	Phone #:
---------------	----------

**Return Within 45 Days of the Mobilization To:**  
 Emergency Mobilization Section  
 PO Box 42600  
 Olympia WA 98504

**Questions Call:**  
 360-753-0498 or  
 360-753-0565  
 360-570-3136 (Fax)

## Agency Reimbursement Invoice For Personnel Instructions

### Form Use:

This form is for jurisdictions to claim for career employee's reimbursement.

### Completing Form:

- Using the Reimbursement Worksheet, fill in the boxes with information requested.
- Use N/A for those not applicable.
- Attach one Reimbursement Worksheet for each employee listed.
- Use one form per resource number assigned to an event.
- If you need additional space, attach additional forms.

### Reimbursement For The Following Agency Personnel:

Name		Regular Hours	Overtime Hours	Regular Rate	Overtime Rate	Sub-Total
1	Doe, John	24	14	\$ 10.00	\$ 15.00	\$ 240.00
2	Smith, Walter	0	38	\$ 10.00	\$ 15.00	\$ 510.00
3				\$	\$	\$
Agency Personnel Sub-Total						\$ 750.00

### Reimbursement for Backfill of Agency Personnel

Name		Overtime Hours	Overtime Rate	Sub-Total	1/3 of Sub-Total
1	Parker, Robert	24	\$ 15.00	\$ 360.00	\$ 120.00
2			\$	\$	\$
Agency Backfill Sub-Total					\$ 120.00

### Totals

Agency Personnel Sub-Total	\$ 750.00
Agency Backfill Sub-Total	\$ 120.00
Total Agency Reimbursement	\$ 870.00

Return The Completed Form Within 45 Days Of The Event.

Emergency Mobilization Section  
PO BOX 42600  
OLYMPIA WA 98504



# Individual Time Record Form

## 2005 Mobilization Plan

Event Name:		Resource Order Number:	
Employees Name:			
Seeking Reimbursement for: (Check One Only)		Mobilized Staff	Backfill

### Total Cost of Compensation:

Eligible Cost	Regular Rate	Overtime Rate
Base Hourly Rate: (No benefits or premiums included)	\$	\$
Social Security (Hourly): ____% (If applicable)	\$	\$
Medicare (Hourly): ____%	\$	\$
LEOFF / PERS (Hourly): ____%	\$	\$
L&I Insurance (Actual Hourly Rate) Overtime is same as regular time	\$	\$
Shift Premium	\$	\$
Medical / Dental Insurance	\$	Not applicable
Total Cost of Compensation Rate	\$	\$

### Hours Worked:

Date	Start Time	End Time	Scheduled Hours Worked	Overtime Hours	Assigned Shift (A, B, C, D) Day Off
Total Hours Worked					

### Reimbursement Sought:

	Rate	Total
Scheduled Hours	\$	\$
Overtime Hours	\$	\$
Backfill Hours	\$	\$
Total	\$	\$

Backfill Total is Hours x Rate, divided by 3.

**\*\*ATTACH ONE FORM PER PERSON PER EVENT TO THE AGENCY REIMBURSEMENT FOR PERSONNEL FORM\*\***

**Return Within 45 Days of the Mobilization To:**  
Emergency Mobilization Section  
PO Box 42600  
Olympia WA 98504

Questions Call:  
360-753-0498 or  
360-753-0565  
Fax: 360-570-3136

**Mobilization Form  
Instructions**

**Individual Time Record  
Form**

**Form Use:**

This form is to be used to show how the Total Cost of Compensation was derived and providing a record of the hours which you are seeking reimbursement for.

**Completing Form:**

- Fill in the boxes with information requested.
- Use one form per employee, per event. If employee went to event and also filled a backfill/replacement role, two forms are needed, one for each assignment.

**EXAMPLE**

Eligible Cost	Regular Rate	Overtime Rate
Base Hourly Rate (No benefits or premiums included)	\$ 10.00	\$ 15.00
Social Security (Hourly): ____% (If applicable)	\$ 1.50	\$ 3.00
Medicare (Hourly): ____%	\$ 1.00	\$ 2.00
LEOFF / PERS (Hourly): ____%	\$ 3.00	\$ 4.50
L&I Insurance (Actual Hourly Rate) Overtime is same as regular time	\$ .37	\$ .37
Shift Premium (if applicable)	\$	\$
Medical / Dental Insurance	\$ 4.50	Not applicable
Total Cost of Compensation Rate	\$ 21.37	\$ 24.87

**Hours Worked:**

Date	Start Time	End Time	Scheduled Hours Worked	Overtime Hours	Assigned Shift (A, B, C, D)
7/1/05	16:00	23:00	0	5	Day Off
7/2/05	06:00	07:00	0	1	Day Off
7/2-3/05	07:00	07:00	24	0	A
7/3/05	07:00	18:00	0	11	Day Off
7/4/05	06:00	11:30	0	5.5	Day Off
Total Hours Worked			24	22.5	

**Reimbursement Sought:**

	Rate	Total
Scheduled Hours <b>24</b>	\$ 21.37	\$ 512.88
Overtime Hours <b>22.5</b>	\$ 24.87	\$ 559.56
Backfill Hours	\$	\$
Total		\$ 1,072.44

Backfill Total is Hours x Rate, divided by 3.

This is an example of a career fire jurisdiction employee who is called in to respond to a mobilization request. On 7-2 the employee starts their scheduled 24 hour shift.

Return The Completed Form Within 45 Days Of The Event.

EMERGENCY MOBILIZATION SECTION  
PO Box 42600  
OLYMPIA WA 98504



## Expense Claim Invoice Form

### 2005 Mobilization Plan

**Agency / Person to be Reimbursed:**

Name: (Agency/Person to be Reimbursed)	Event Name:
Address:	Resource Order #:
City: State: ZIP:	
Phone #:	
Federal Tax ID Number:	

**Telephone Cost:**

Attach Copy of phone bill.				
Phone bill from	Date	to	Date	\$
Phone bill from	Date	to	Date	\$
Sub-Total				\$

**Meals:**

Attach receipts. Actual meal cost up to the state per diem limits are reimbursed.			
Date	Names of those meals purchased for:	Restaurant Name	Sub-Total
			\$
			\$
			\$
			\$
Sub-Total			\$

**Lodging:**

Attach receipts. Actual lodging costs up to state per diem limits are reimbursed.			
Date	Names of those lodging purchased for:	Hotel / Motel Name	Sub-Total
			\$
			\$
			\$
			\$
Sub-Total			\$

**Other: Loss or Damaged Equipment**

Attach receipts showing replacement costs. For Damaged Equipment – attach a Damaged Equipment Report			
Date	Loss or Damaged Equipment (Be specific)	Vendor Name	Sub-Total
			\$
			\$
			\$
			\$
Sub-Total			\$

**Total**

\$

**Claimant:****Date:**

I certify that the foregoing is true and accurate under the laws of the state of Washington that the information provided here is true and accurate.

**Return Within 45 Days of the Mobilization To:**

Emergency Mobilization Section  
PO Box 42600  
Olympia, WA 98504

**Questions Call:**

360-753-0498 or  
360-753-0565  
Fax: 360-570-3136

# Mobilization Form Instructions

## Expense Claim Invoice

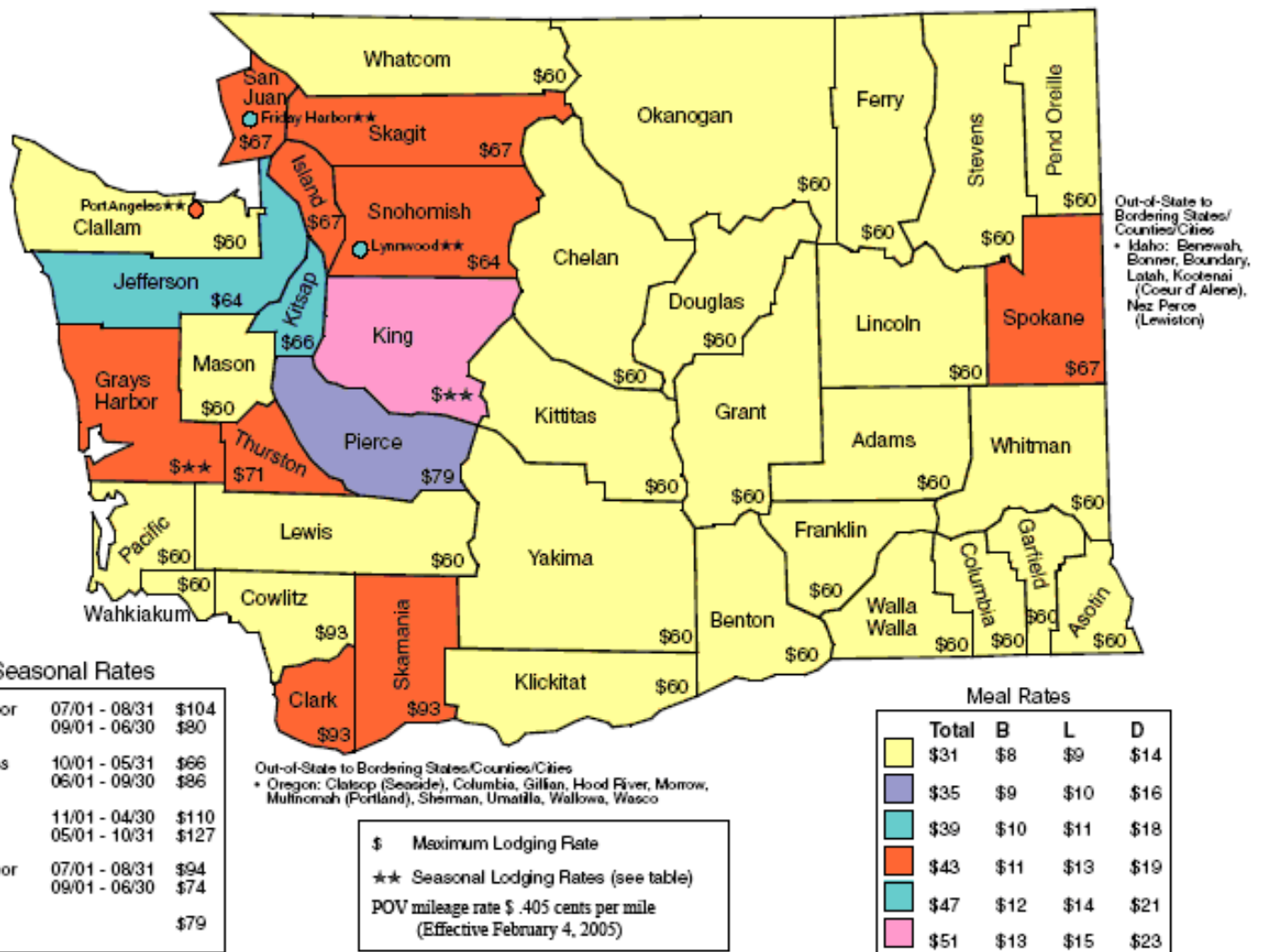
### Form Use:

This form is to be used for those seeking reimbursement for expenses such as telephone cost, meals, lodging and replacement equipment.

### Completing Form:

- Fill in the boxes with information requested.
- Use N/A for those not applicable.

## Per Diem Rates — As of October 1, 2004



• For Out-Of-State Per Diem Rates, see web site — <http://www.gsa.gov/travel.htm>

0430-0292

Return the completed form within 45 days of the event.

EMERGENCY MOBILIZATION SECTION  
PO BOX 42600  
OLYMPIA WA 98504



# Injury / Exposure Report Form

## 2005 Mobilization Plan

### COMPLETE AT TIME OF INJURY / EXPOSURE BY INDIVIDUAL OR SUPERVISOR

Name:	Date of Birth	- -
Address:	Home Phone:	( )
City:	Work Phone:	( )
State: ZIP:	Message Phone:	( )
Fire Agency Affiliation:	Agency Number:	( )

Date of Injury/Exposure:	Time: (am) (pm)
Location of Injury/Exposure:	County:
Extent of Injury/Exposure:	
Describe How Injury/Exposure Occurred:	

Did You Receive Medical Treatment at Time of Injury?	YES	NO	Location:
Did You Receive Additional Medical Treatment?	YES	NO	Facility:
Has a Labor & Industries Claim Been Filed By You?	YES	NO	Claim #:
Was a Third Party Involved in Your Injury/Exposure?	YES	NO	Identify below
Third Party Name:		Phone: ( )	
Address:			
City:		State:	ZIP:
Witness:		Phone: ( )	

Reviewer	Printed Name	Signature	Date
Immediate Supervisor			
Division Supervisor:			
Medical Unit Leader:			
Safety Officer:			
Incident Commander:			

**Fax Within 24 Hours of Injury / Exposure To:**  
Emergency Mobilization Section  
PO Box 42600  
Olympia WA 98504

Questions Call:  
360-753-0498 or  
360-753-0565  
Fax: 360-570-3136

**Mobilization Form  
Instructions**

**Personal Injury/Exposure Report**

**Form Use:**

This form is to be used for notification of personal injury / exposure at an event.  
It does not replace an Labor and Industries Claim form.

**Completing Form:**

Either the employee or supervisor will complete this form and fax it to the Washington State Patrol within 24 hours of the incident.

- Fill in the boxes with information requested.
- Use N/A for those not applicable.
- Be detailed as to the mechanics of the injury or exposure.
- A third party injury would be where someone else is directly responsible for the injury/exposure.

**Review Section:**

The only two required boxes to be completed are the Immediate Supervisor and Safety Officer.

The Safety Officer will attach any forms completed regarding this injury/exposure and fax to the Washington State Patrol, Emergency Mobilization Section.

Attach copies of any reports or investigations completed regarding the injury or exposure.

Fax to the Washington State Patrol – Emergency Mobilization Section  
within 24 hours of the Incident.

**Send Originals to:**

EMERGENCY MOBILIZATION SECTION  
PO BOX 42600  
OLYMPIA WA 98504  
Fax (360) 570-3136





# **Loss / Damaged Equipment Form**

## **2005 Mobilization Plan**

Agency or Person	
Name: (Agency or Person to be Reimbursed)	Event Name:
Address:	Resource Order #:
City:	State: ZIP:
Phone #:	
Federal Tax ID Number: (Social Security Number for a Person – Needed if seeking reimbursement.)	

Type of Incident (circle one)					
Vehicle Damage/Incident		Equipment Damage		Loss of Equipment	
Date of Incident:			Time of Incident: (am) (pm)		
Location:					
Description of Property Loss/Damaged					
Year		Make			
Model		Color		Style	
Size/Length		Serial Number			
Mileage	(For Vehicles)	License Plate	(For Vehicles)	State	(For Vehicles)
Estimated Value		Replacement Cost			
Other					
Insured	(Yes) (No) Check One	Insurer:			
Claim Filed	(Yes) (No) Check One	Claim Number:			

Attach a statement describing in detail what happened	
Witness:	Phone:
Witness:	Phone:

Investigation - Attach copy of Investigation or use space provided on back of this notice.	
Investigated by:	Phone:
Date Damage Loss Reported:	Time:
Damage/loss caused or contributed by the dynamics of the incident: (Circle One) (Yes) (No) (Undetermined)	

***** No Investigation – No Reimbursement for Damages *****			
Claim Reviewed By:	Print Name	Signature	Date Reported
Immediate Supervisor			
Division Supervisor			
Safety Officer			

**Return Within 45 Days of the Mobilization To:**  
 Emergency Mobilization Section  
 PO Box 42600  
 Olympia WA 98504

Questions Call:  
 360-753-0498 or  
 360-753-0565  
 Fax: 360-570-3136

## Loss/Damaged Equipment Notice

This form is to be used to report at an event, equipment that is lost or damaged.

## Report Incidents Immediately

## Completing Form:

- Fill in the boxes with information requested.
- Use N/A for those not applicable.
- Complete the form on behalf of an individual or Agency.
- Use one form per resource number assigned to an event.
- Describe the lost or damaged item in detail.
- Attach a statement describing in detail what happened and be sure to sign and date it.
- Most importantly – have the loss/damage investigated.

### **If There Is No Investigation - There Will Be No Claim Reimbursed**

### Review Section:

This section requires at minimum, the Immediate Supervisor's and or the Division Group Supervisor's signatures.

A copy of this form needs to be left at the incident.

# Investigation Report

[illegible]

# Mobilization Manifest Form



<b>Incident Name:</b>
<b>Resource Order Number:</b>

## 2005 Mobilization Plan

<input type="checkbox"/> <b>Initial Response Crew</b>		<input type="checkbox"/> <b>Crew Change-Out (Requires I/C Approval)</b>		<input type="checkbox"/> <b>Initial Attack</b>	
<b>Time Requested:</b>		<b>Estimated Time of Departure:</b>		<b>Estimated Time of Arrival:</b>	
<b>Fire Jurisdiction:</b>		<b>Federal Tax ID #:</b> Required		<b>Date:</b>	
<b>Equipment #</b>		<b>Vehicle License #</b>		<b>Equipment Type Sent</b>	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>AWD:</b> Yes / No	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>CAFS:</b> Yes / No	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>Estimated Hourly Rate</b>	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>Estimated Hourly Rate</b>	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>Estimated Hourly Rate</b>	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>Estimated Hourly Rate</b>	
<b>Name</b>		<b>Equipment Type Requested</b>		<b>Estimated Hourly Rate</b>	

**\*\* If you are being paid by your home agency – check "Paid by Home Agency; if you are going to be paid by the Washington State Patrol – check Paid by WSP.**

**Positions:**  
 STL/TFL – Strike Team / Task Force Leader  
 ENGB – Engine Boss (must be carded)  
 STPS – Structure Protection Specialist  
 I/C – Local Incident Commander  
 DRVR – Driver, vehicle requires a CDL license + EVAP  
 SOF – Safety Officer  
 FF – Firefighter 1 or 2 both structural or wildland  
 DIVS – Division Group Supervisor  
 \*\*\* - T – Used to designate trainee position by adding a T

**Engine Typing:**  
 Type 1 – 1,000 GPM Pump + 400 Gallon Tank;  
 Type 4 – 70 GPM + 750 Gallon Tank;  
 Type 7 – 20 GPM Pump + 125 Gallon Tank;  
 Type 2 – 500 GPM Pump + 400 Gallon Tank;  
 Type 5 – 50 GPM Pump + 500 Gallon Tank;  
 Interface Attack – 250 GPM Pump + 500 Gallon Tank (carries air packs, ladder and tools found commonly on a Type 1 or 2 engine).  
 Type 3 – 120 GPM Pump + 300 Gallon Tank;  
 Type 6 – 20 GPM Pump + 125 Gallon Tank;  
 Type 2 – 200 GPM Pump + 2500 Gallon Tank;  
 Type 3 – 200 GPM Pump + 1000 Gallon Tank

**Tender Typing:**

Type 1 – 300 Gallon Pump + 5000 Gallon Tank;

**FAX COPY TO STATE EOC PRIOR TO LEAVING**

**253-512-7234**

Manifest Needed for Check-in

Top Copy: To Finance Section

And Payment Process

Bottom Copy: Strike Team Leader

Mobilization Manifest  
Form  
Instructions

Form Use:

This form is to be used to record personnel and equipment being sent to an incident either as a single resource or as a strike team/task force.

Completing Form:

Use one form per resource number assigned per event. Complete the form and fax to the State Emergency Operations Center prior to leaving for the event. The State Emergency Operations Center will forward the information to the event. This will allow the incident to start putting resources into an operational plan.

When checking into the event, provide the Finance Unit the original copy, the other copy will go the Strike Team/Task Force Leader.

Crew Change-Out: The replacement crew will need to only complete the Resource # and Event Name and the bottom half of the manifest. Only complete the top half of the manifest if there is a change. Fax a copy to the State Emergency Operations Center prior to leaving for the crew change out. It is the home jurisdiction's responsibility to obtain the Incident Commanders approval for a crew change prior to the change-out.

- Fill in the boxes with information requested.
- Use N/A for those not applicable.
- The hourly rate for a volunteer is from the Interagency Rate Agreement.
- The hourly rate for a career employee is the regular hourly rate. This is needed for the Incident Cost Accounting Reports (ICARS).
- Inform the time unit of duty status e.g., if on overtime status and local labor agreements, e.g., pay for all hours away from duty-station or pay for hours worked only.

☒ Initial Response Crew

☐ Crew Change-Out (Requires I/C Approval)

☐ Initial Attack

Time Requested: 18:30		Estimated Time of Departure: 20:30		Estimated Time of Arrival: 01:00		Date: 8/7/04	
Fire Jurisdiction: Pierce County # 6				Federal Tax ID #: 91-1234567		Cell Phone Number: (253) 555-1212	
Equipment # E-23	Vehicle License # 12345D	Equipment Type Requested Wildland Engine	Equipment Type Sent Type 6	AWD: Yes / No CAFS: Yes / No		Pump Rate in GPM: 50 Tank Size in Gallons: 200	
Name Robert Smythe		Agency if different than above	POB 78, Tacoma WA 98343	X Paid by Home Agency Paid by WSP		Estimated Hourly Rate \$ 23.50	
Name Allen Jones		Agency if different than above	12344 168 <sup>th</sup> Ave E, Tacoma 98445	X Paid by Home Agency Paid by WSP		Estimated Hourly Rate \$ 41.50	
Name Barbara White		Pierce # 23	POB 45334, Graham WA 98447	X Paid by Home Agency Paid by WSP		Estimated Hourly Rate \$ 11.50	
						Position FF	
						Position ENGB	
						Position FF	

FAX to the State Emergency Operations Center

Prior to Leaving for Event.

253-512-7234



Washington State Patrol  
Delegation of Authority  
Form  
2005 Mobilization Plan

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**DELEGATION OF AUTHORITY**

To: \_\_\_\_\_ Incident Commander Name

From: \_\_\_\_\_ Agency Administrator

Incident Number WA-WFS- Incident Name: \_\_\_\_\_

- ☐ You have full authority and responsibility for incident management activities and all other activities associated with the incident under your command within the framework of the law.
- ☐ Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the incident.
- ☐ Specific directions for the \_\_\_\_\_ (Incident name) are as follows:
- Priority for protection is in ranked order, life, resources and property.
  - Provide a written safety plan for the incident.
  - Prepare a back-up plan of control in the event that the initial control plan fails.
  - All personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Application is for the base camp as well as the line. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander.
  - Request for increases and decreases of the force need to be coordinated with the Washington State Patrol, Fire Protection Bureau's, Mobilization Section.
  - Incident will support Initial Attack. If resources are needed on another incident, you will release them for initial attack in order to prevent other incidents from developing into large incidents.



**Washington State Patrol  
Delegation of Authority  
Form  
2005 Mobilization Plan**

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- Keep incident specific directions to avoid towns or at-risk areas.
- Prevent the spread of the incident (provide specific directions):
- Additional specific instructions:
- Specific constraints, issues, opportunities or requirements (legal, political, local resources, landowners, other agencies, land use, etc.):
- Other:

Signed: \_\_\_\_\_ Agency Administrator

Signed: \_\_\_\_\_ Incident Commander

Date: \_\_\_\_\_ Time: \_\_\_\_\_



**Washington State Patrol  
Agency Administrator In-Briefing  
State Fire Resource Mobilization  
2005 Mobilization Plan**

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**Agency Administrator In-Briefing**

**To:** \_\_\_\_\_ **Incident Commander Name**

**From:** \_\_\_\_\_ **Chief of** \_\_\_\_\_ **(Fire Jurisdiction)**

**Subject:** \_\_\_\_\_ **Incident Name**

**Incident Number** WA-WFS- \_\_\_\_\_

- ☐ You have full authority and responsibility for managing the fire suppression activities and all other activities associated with the fire under your command within the framework of the law.
- ☐ Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the fire.
- ☐ \_\_\_\_\_ of the Office of State Fire Marshal is assigned as Agency Representative for Washington State Patrol on the \_\_\_\_\_ (Incident name) and should be contacted for any questions regarding finance or resources (except normal ordering).
- ☐ Specific directions for the \_\_\_\_\_ (Incident name) are as follows:
  - Priority for protection is in ranked order, life, resources, and property.
  - Having an escape plan for the fire.
  - Prepare a back-up plan of control in the event that the initial control does not hold.
  - All fire line personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Application is for the base camp as well as the fire line. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander and reviewed with \_\_\_\_\_, Agency Representative for the Washington State Patrol.
  - Increases and decreases of the fire force need to be coordinated with the State Fire Marshal's Office staff located at the State EOC.
  - Incident will support Initial Attack. If resources are needed on another fire, you will release them for initial attack in order to prevent other fires from developing into large incidents.



## Washington State Patrol Agency Administrator In-Briefing State Fire Resource Mobilization 2005 Mobilization Plan

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- Keep the fire specific directions to avoid towns or at-risk areas.
  - Prevent the spread of the fire specific directions again.
  - Additional specific instructions:
  - Specific constraints, issues, opportunities, or requirements (legal, political, local resources, landowners, other agencies, land use, etc.)
- 
- ☐ The State EOC will be the single point for all orders of Mobilization Resources and support.
  - ☐ Maintenance of existing good relations with the host fire service agency: \_\_\_\_\_, Chief \_\_\_\_\_ is a must. Develop a structure protection plan and implement the plan into the daily Incident Action Plans.
  - ☐ Be cost conscious in all of your decisions. The easiest method may be the most costly. Manage the fire closely from a cost standpoint; be mindful of both the on-line and in-base camp activities. Make sure the financial package is in order and acceptable for the Washington State Patrol.
  - ☐ Be mindful of potential archaeological sites in the area. Notify the local BIA office of the fire. It will be their decision to send out an archaeologist to assist in protecting these sites.
  - ☐ Ensure that the cause of the fire is investigated. If the local agency doesn't have the expertise to conduct an investigation, notify the State Fire Marshal Office staff located at the State EOC and request an investigator.
  - ☐ Economy of force is to be utilized. Reduce resources when not needed. Be decisive and timely (i.e., Type 1 resource, excess team members).





**Washington State Patrol  
Agency Administrator In-Briefing  
State Fire Resource Mobilization  
2005 Mobilization Plan**

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- ☐ Safety is your number one priority. I am personally concerned about the welfare of our fire force due to heat.
- ☐ Media – emphasize the cooperative effort of all the agencies involved.
- ☐ Make sure a final close out inspection is conducted with the local host fire jurisdiction.
- ☐ Call me on the phone at (\_\_\_\_\_)\_\_\_\_\_; with any significant happening on the fire, for example: escape, serious injury, or social/political issue.
- ☐ Call the State Fire Marshal staff located at the State EOC on the phone twice daily (between 9 a.m.- 10 a.m. and 6 p.m. and 7p.m. with a status report on the fire.



**Washington State Patrol  
Agency Administrator In-Briefing  
State Fire Resource Mobilization  
2005 Mobilization Plan**

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# Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form

## 2005 Mobilization Plan

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### TEMPORARY EMPLOYMENT AGREEMENT

#### Intent of Agreement

It is the intent of this Agreement that a temporary employment relationship between the Employer and the Employee named herein below be established and documented for the sole and exclusive purpose of having that relationship exist only in instances when the Employer tasks the Employee to respond to a Washington State fire resource mobilization in accordance with the provisions of the Washington State Fire Services Resource Mobilization Plan.

**Whereas**, major emergency incidents may result in the state mobilization of fire resources as provided by the Washington State Fire Services Resource Mobilization Plan; and

**Whereas**, the Employer has committed to provide fire resources to state mobilization efforts; and

**Whereas**, the Employee is a qualified firefighter who may be available for assignment by Employer to a state fire resource mobilization;

**Therefore**, it is hereby agreed by and between \_\_\_\_\_ (Employer) and \_\_\_\_\_ (Employee) as follows:

#### Temporary Employment

Employee agrees to be employed by the Employer as a temporary firefighter, if and as available, to respond and act as such when called upon by the Employer for the sole purpose of responding to authorized Washington State fire resource mobilization events in accordance with the terms and conditions of the Washington State Fire Services Resource Mobilization Plan.

#### Term of Temporary Employment

Such employment shall only be effective for the period of time that fire resources are committed to a fire resource mobilization by the Employer. Each fire resource mobilization shall constitute a separate event and a potential separate period of temporary employment.

#### Wages

Employee shall be paid by the Employer the prescribed hourly wage rate for the position worked at the state fire mobilization incident as set forth by the Employer or in the current Washington – Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

#### Benefits

Employee shall receive no Employer-provided benefits other than Employer-provided insurance as required by law.

Employee shall be reimbursed for work-related direct expenses as allowed by the Employer and reimbursable to the Employer by provision of the Washington State Fire Services Resource Mobilization Plan.



## Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form

### 2005 Mobilization Plan

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#### Employment Status

The Employee acknowledges that employment under this Agreement is temporary only, for the sole purpose of providing adequate resources to the Employer for participation in state fire resource mobilization. The Employee has and asserts no right to permanent employment with The Employer, or bargaining unit member status or rights with any bargaining unit that has a labor agreement with Employer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



## Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form

2005 Mobilization Plan

### LETTER OF UNDERSTANDING

BETWEEN

IAFF LOCAL \_\_\_\_\_

AND

\_\_\_\_\_  
FOR TEMPORARY STATE FIRE MOBILIZATION EMPLOYEES

The parties to this Letter of Understanding are **IAFF LOCAL** \_\_\_\_\_ ("Union") and

\_\_\_\_\_  
("Employer").

In accordance with the provisions of Chapter 41.56 RCW, and the current Collective Bargaining Agreement between the parties:

- The District recognizes the Union as the exclusive bargaining representative for the uniformed personnel of the District.
- This Letter of Understanding sets forth the terms and conditions of agreement that differ from or amend those of the current Collective Bargaining Agreement.

**Whereas**, major emergency incidents may result in the mobilization of fire resources as provided by the Washington State Fire Services Resource Mobilization Plan; and

**Whereas**, the Employer has committed to provide fire resources to state mobilization efforts; and

**Whereas**, the Employer wishes to engage qualified temporary employees for assignment to state fire mobilization incidents; therefore

**It is Hereby Agreed:**

#### Temporary Firefighter Employees for State Fire Mobilization Incidents

Employer may engage temporary employees as firefighters tasked to major incidents declared in accordance with the provisions of the Washington State Fire Services Resources Mobilization Plan. Such employment shall only be effective for the period of time that fire resources are committed to a state fire resource mobilization incident by the Employer. Each state fire resource mobilization shall constitute a separate event and a potential separate period of temporary employment.

#### Status of Temporary Firefighter Employees

Temporary employees engaged as firefighters tasked to a state fire resource mobilization shall not be either members of or represented by the Union during any term of such temporary employment. No provisions of the current Collective Bargaining Agreement between Employer and Union shall apply to such temporary employees, who shall pay no union dues and have no rights or privileges under said Collective Bargaining Agreement.

\_\_\_\_\_  
Union Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



## **Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form**

**2005 Mobilization Plan**

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**Compensation of Full-Time FLSA-Exempt Personnel  
For State Fire Mobilization Assignments  
Form  
2005 Mobilization Plan**

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**R E S O L U T I O N**

**Compensation for Special Non-District Emergency Assignments**

**WHEREAS**, the fire services within the State of Washington are the primary emergency response to all kinds of emergency and disaster situations; and

**WHEREAS**, provisions have been or may be made at the local, regional, and state levels for fire services response commensurate with the demands of the situation; and

**WHEREAS**, fire resources from non-host jurisdictions may be called through mutual aid and other agreements, and may be further supplemented by additional fire resources mobilized by the State of Washington pursuant to the State Fire Services Mobilization Act, Chapter 38.54 RCW; and

**WHEREAS**, the personnel and equipment of \_\_\_\_\_ County Fire Protection District \_\_\_\_\_ may be called to respond to emergency or disaster situations outside of the District by special agreement or by a mobilization request by the State of Washington, including personnel exempt from state and federal overtime compensation laws; therefore be it

**RESOLVED** by the Board of Commissioners of \_\_\_\_\_ County Fire Protection District \_\_\_\_\_ as follows:

1. The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.
2. Compensation should be paid to exempt personnel who respond to major emergency incident situations commensurate with the time, duties, and responsibilities of the work undertaken in such circumstances.
3. The Board of Commissioners of the District may authorize and grant, in its sole discretion, a special duty bonus to any exempt employee of the District as compensation for special emergency assignments not performed on behalf of the District.
4. The form and amount of special duty bonus shall be at the sole discretion of the Board of Commissioners.
5. Reimbursement of any special duty bonus granted in accordance with this Resolution shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.
6. This Resolution and all provisions hereof shall and are hereby declared to be effective \_\_\_\_\_.

**RESOLUTION** adopted in regular meeting this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



**Compensation of Full-Time FLSA-Exempt Personnel  
For State Fire Mobilization Assignments  
Form  
2005 Mobilization Plan**

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**FIRE DISTRICT POLICY**

**Compensation for Special Non-District Emergency Assignments**

The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.

Full time employees of the District responding to and participating in state fire resource mobilization shall remain employees of the District, and shall be compensated as prescribed by the current Salary and Benefit Program for Full Time Staff Personnel or the current agreement between the District and IAFF Local \_\_\_\_\_ as applicable.

Reimbursement of special assignment compensation expense shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

**FIRE DISTRICT STAFF SALARY AND BENEFIT PROGRAM**

**Special Compensation for State Fire Mobilization Service**

The Board of Commissioners of the District has declared that participation in state fire mobilization pursuant to the *Washington State Fire Services Resource Mobilization Plan* is in the best interest of the District.

**Exempt district personnel** responding to and participating in state fire mobilization shall remain employees of the District at all times. They may be granted special extra hourly compensation for all extra hours as follows:

Fire Chief	\$ _____
Assistant Chief	\$ _____
Deputy Chief	\$ _____
Division Chief	\$ _____

This special compensation provision is made in recognition of the special requirements and duties of their state fire mobilization assignments, and is subject to the review and approval of the Board of Commissioners.

**Non-exempt District personnel** responding to and participating in state fire mobilization shall remain employees of the District at all times, and shall be paid their usual regular or overtime rates for all hours pursuant to normal and usual compensation procedures.





Washington Fire Service Resource  
2005 Mobilization Plan  
Waiver Of Polygraph/Background Check  
Summary Benefits



As a law enforcement agency, many aspects of the Washington State Patrol are confidential. Therefore, successful completion of a polygraph examination and background investigation on all employees is required.

Personnel (who are not reimbursed by their home jurisdiction), but who will be reimbursed by the Washington State Patrol under the State's Fire Mobilization Plan will not be required to take the polygraph examination or background check. However, in order to be considered for future opportunities with the State Patrol in any capacity, you will need to volunteer to take the polygraph examination and background check prior to employment with WSP. Otherwise, your employment with the Washington State Patrol will be limited to the Fire Protection Bureau working as an 'emergency temporary firefighter' under the State's Fire Mobilization Plan.

**WAIVER:**

I hereby waive the background check and polygraph examination required for employment with the Washington State Patrol. I agree to voluntarily take a polygraph examination and submit to a background check before I will be considered for any position with the Washington State Patrol other than as an 'emergency temporary firefighter' under the State's Fire Mobilization Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Home Fire District / Department Name

Fire District # \_\_\_\_\_ Resource Order # \_\_\_\_\_

☐ Check here if you are not from a Fire District / Department (Contractor or AD hire).

☐ Check here if you are currently employed by the WSP.

**See back side of this form for a summary of volunteer benefits.**

To receive payment, you must complete both the WSP Waiver and a W-4 (IRS Tax Withholding) for each fire mobilization event. These documents must be submitted with your Emergency Firefighter Time Record to the Finance Section.

Claims submitted without the WSP Waiver or W-4 cannot be processed for payment.

**Washington State Patrol  
Mobilization Section  
PO Box 42600  
Olympia WA 98507**



# Washington Fire Service Resource 2005 Mobilization Plan Waiver Of Polygraph/Background Check Summary Benefits

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Emergency temporary firefighter personnel are mobilized under the Washington State Fire Services Resource Mobilization Plan and placed on the Washington State Patrol's payroll system and paid in accordance with the current Washington – Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

Emergency temporary firefighter personnel do NOT receive Washington State:

- Insurance Benefits (exception: industrial insurance through State L&I, see below)
- Retirement
- Vacation Leave
- Sick Leave
- Personal Holiday
- Holidays

Mobilized emergency temporary firefighters are covered by the State Department of Labor and Industries' (L&I) industrial insurance benefits for state fire mobilization related illness, injury, or death. For additional information: <http://www.lni.wa.gov/IPUB/242-104-000.htm> or 1-800-547-8367 (toll free.)

Mobilized emergency temporary firefighters are not eligible for any benefits from the Volunteer Firefighters and Reserve Officers' Relief and Pension Act for work compensated by the state's fire mobilization program. For additional information: <http://www.bvff.wa.gov> or 1-877-753-7318 (toll free.)

Mobilized emergency temporary firefighters personnel may be eligible for the U.S. Department of Justice's Public Safety Officers' Benefits (PSOB) Program. For additional information: <http://www.ojp.usdoj.gov/BJA/html/specprog.htm> or 1-888-744-6513 (toll free.)

Request #

## IRSS and ITS Check In

NAME OF EQUIP, ENGINE OR CREW		(OH) NAME LAST	MI.	FIRST	LEADERS NAME
AGENCY: BIA BLM NPS FS WA-DNR US-FWS WFS/RURAL PVT/CONTRACT TRIBAL OTHER					
HOME UNIT NAME & DESIGNATOR	DEMOB CITY	DEMOB ST	JETPORT	TRAVEL METHOD (circle) AOV POV BUS AIR PASS OTHER	
CHECK IN DATE & TIME	WERE YOU REASSIGNED FROM ANOTHER INCIDENT? Y OR NO IF YES: ORIGINAL REQUEST # NAME OF INCIDENT				
DATE OF FIRST DAY OF ASSIGNMENT FOR CALCULATION OF ASSIGNMENT LENGTH	CONFIGURATION	<input type="checkbox"/> Single	<input type="checkbox"/> S/T	<input type="checkbox"/> T/F	KIND/POSITION # OF PERSONNEL
OTHER QUALS:				VEHICLE ID	2 OR 4 WHEEL
EMT'S					

## EQUIPMENT

DOZER: MAKE & MODEL TYPE 1 2 6WAY BLADE? Y N LIGHTS? Y N DO YOU HAVE A LOWBOY W/YOUR EQUIP? Y OR N IS IT STAYING ON THE INCIDENT? Y OR N WATER TENDER TY 1 2 3 4 5 6 PUMP CAPACITY _____ GPM AVAILABLE FOR NIGHT SHIFT/DOUBLE SHIFT? Y N TANK CAPACITY IN GAL: _____ SPREADER BAR? Y N OTHER FEATURES?		OPERATOR NAME: RELIEF OPERATOR NAME: PROOF OF FIRE SHELTER TRAINING? Y N AVAILABLE FOR NIGHT SHIFT? Y N DO YOU HAVE A ROTATION SCHEDULE? Y N	
ENG TYPE 1 2 3 4 5 6 <input type="checkbox"/> WILDLAND <input type="checkbox"/> STRUCTURE <input type="checkbox"/> FOAM CAPABILITY? Y N COMPRESSED AIR FOAM SYS? Y N TANK CAPACITY IN GALLONS: _____ PUMP CAPACITY _____ GPM 4X4 Y N			
SAWYERS: <input type="checkbox"/> CLASS A <input type="checkbox"/> CLASS B <input type="checkbox"/> CLASS C		NUMBER OF SAWS	
I (and/or all personnel on this crew) have had fire shelter & entrapment training and have the required PPE (personal protective equipment) or will obtain it before going out on the fire line.			RED CARD? Y or N
Signature indicates the above statement is true			Date of Signature
NAME OF EMERGENCY CONTACT (home agency dispatch center or supervisor):		PHONE NO. OF AGENCY:	FAX NO. OF AGENCY:
Signature indicates the above statement is true			Date of Signature

## FINANCE

CONTRACTOR NAME		IS THIS YOUR FIRST ASSIGNMENT FOR THE CALENDAR YEAR? Y N	
SS# OR EIN#		EQUIPMENT MAKE AND MODEL	
WORK MAILING ADDRESS		CITY	
STATE	ZIP	PHONE	FAX
AD HIRE FORM COPY ATTACHED? Y N IF NO, COMPLETE NEXT LINE			
POINT OF HIRE	AREA	CLASS	RATE
ENTITLED TO TRANSPORTATION TO AND FROM INCIDENT Y N			
PERSONAL VEHICLE USED IN COMPLETION OF DUTIES? (ie. Division Supervisor using personal vehicle for field operations. Y N			
<b>To be completed by Finance</b> <input type="checkbox"/> Employee Information Received and Complete <input type="checkbox"/> Entered into ITS by: _____ (initials) <input type="checkbox"/> Copy of Contract/Agreement		<b>White – Plans</b> <b>Yellow – Finance</b> <b>Pink –</b>	
If Badge Authorizations (authorized to receive cache/supply items) Circle One: ALL ONLY SUPERVISORS If Badge Restrictions (circle all that apply): Laundry Nomex Commissary Medical None			
<b>To be completed by Plans</b> <input type="checkbox"/> Red Card Checked <input type="checkbox"/> Checked in by: _____ (initials) <input type="checkbox"/> T-Card Completed <input type="checkbox"/> Shelter Deployment Training Documentation Checked (Contractors)		<input type="checkbox"/> Demob Information Supplied <input type="checkbox"/> Demob Form Printed <input type="checkbox"/> Entered into IRSS: _____	

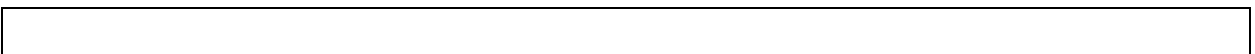




## 2005 Mobilization Plan

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## After Action Review Form

### 2005 Mobilization Plan

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The purpose of the AAR Rollup is to identify both successes and challenges on an incident that can be used as a learning tool for others. The information provided by you will be evaluated by the Fire Defense Committee and action taken on those items that can be improved or changed.

Everyone, (Incident Commanders, Area Commanders, Crews and Single Resources, Agency Administrators), are requested to complete an AAR Rollup for each Mobilization incident they participate in. Don't make others "reinvent the wheel" when you may already have a part of the solution that you could share.

Once completed you can return your After Action Review by:

Fax (360) 570-3136, or

Mail: Washington State Patrol,  
Emergency Mobilization Section,  
PO Box 42600, Olympia WA 98504

or E-mail: [daniel.johnson@wsp.wa.gov](mailto:daniel.johnson@wsp.wa.gov)

What was the most notable success at the incident that others may learn from? (please explain)
What were some of the most difficult challenges faced and how were they overcome? (please explain)



## After Action Review Form

### 2005 Mobilization Plan

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What changes, additions or deletions are recommended to Mobilization Plan?  
(please explain)

What issues were not resolved to your satisfaction and need further review? Based on what was learned, what is your recommendation for resolution?  
(please explain)



## After Action Review Form

### 2005 Mobilization Plan

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## **Mobilization Frequently Asked Question Guide**

### **2005 Mobilization Plan**

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❑ **Who Can Request A Mobilization?**

The authority to request state fire resources mobilization is vested only in the:

- Fire Chief or designee

❑ **When Can I Request A Mobilization?**

Once all local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident and the deployment of additional resources are required.

❑ **When Should I Request A Mobilization?**

If local and mutual aid resources have been at an incident for an extended period of time and in the next 6-12 hours, you aren't expecting to gain control of the incident, and additional resources will be needed to relieve the local resources.

❑ **What Should I Do First?**

1. Step away from the incident and assess what resources you have, determine the risk / threat of loss of life and property you're facing.
2. Contact your Regional Fire Defense Coordinator or alternate. This person will assist you in determining if Mobilization is needed. The Regional Coordinator can assist in completing the C-1 (Mobilization Request Form) and figuring out what resources you will needed immediately.
3. If it is determined that Mobilization is needed, the Regional Coordinator can assist you by sending the request through to the State EMD Duty Officer.

❑ **I've Determined Mobilization Is Needed, Now What?**

1. Expect a phone call from the State Mobilization Coordinator. This person works for the Washington State Patrol and will determine if a Type 2 or Type 3 (Regional) Team is needed.
2. Expect a phone call from the Type 2 or Type 3 Incident Commander. This person will discuss when the transition will take place and ask for more specific fire behavior information.

**STATE EOC: 1-800- 258-5990**

**Questions call your Regional Coordinator**

**WSP Mobilization Section – 360-753-0498**



## **Mobilization Frequently Asked Question Guide**

### **2005 Mobilization Plan**

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#### **❑ I've Determined Mobilization Is Needed, Now What? (Continued)**

3. Assign someone who is detail orientated to complete the following:

- ❑ Establish a Base Area;  
A Base Area needs to be of sufficient size to hold approximately 200 persons and equipment. Have directions available and phone numbers if available. Think of places like schools and fairgrounds, not wide spots in the road.
- ❑ Food; The Mobilization Plan states units will be self sufficient for 72 hours. However if you need food, it is best to locate a restaurant, store, or deli that can prepare sack lunches for personnel currently on the line. By utilizing local resources you can have the food sooner. Remember the first replacement crews can be as far out as 8 hours.
- ❑ Identify all local resources currently assigned to the incident. Will need names, departments and equipment type operated.
- ❑ Operations Support, provide as many as possible
  - ❑ Incident check-in
  - ❑ Staging personnel
  - ❑ Resource Tracking
  - ❑ Communications Coordination
  - ❑ Guides, maps, etc. as required
- ❑ Logistics Support, provide as many as possible
  - ❑ Food
  - ❑ Shelter
  - ❑ Fuel
  - ❑ Emergency Public Information
  - ❑ Other support services as required
- ❑ **Now That I've Requested Mobilization And Have Staff Working On Operations And Logistics, What's Next?**
  - ❑ Depending on the ETA of Team or Mobe Representative may be called to assist you in writing a Delegation of Authority.
  - ❑ Consider the safety of line personnel and the risk posed by the incident. Try to maintain an effective force working on the incident during the transition.

**STATE EOC: 1-800- 258-5990**

**Questions call your Regional Coordinator**

**WSP Mobilization Section – 360-753-0498**

## **Mobilization Frequently Asked Question Guide**

### **2005 Mobilization Plan**

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- ❑ **The Type 2 Or Type 3 Team Has Arrived And We're Writing A Delegation Of Authority, What Am I Giving Up?**
  - ❑ The Delegation of Authority authorizes the Incident Commander to take control of the incident. You are not giving up control; the team is here to work for you. If you want something, it needs to be included in the Delegation. Example, you want to provide personnel to assist in a structure protection plan, or act as a liaison.
  - ❑ Areas of concern such as burial grounds, historic sites, endangered habitat and farming operations need to be spelled out to be protected or the location of such sites that could cause problems for the team.
- ❑ **The Delegation Of Authority Is Signed, Now What?**
  - ❑ As the Host Agency, you should provide someone to the Incident Management Team to help with local information as needed. This position will be compensated for by the State.
  - ❑ Ensure your concerns are heard by the I/C.
  - ❑ Attend briefings and town hall meetings with the IMT.
- ❑ **Now that the delegation of authority is signed and a team is in place, what can I do?**

As the local fire jurisdiction chief, you still have a responsibility for your community. You or your designee can be assigned to the team as a liaison representing your department to ensure that the community's interests are protected. The liaison can assist in a number of roles such as;

  - Participate in public meetings
  - Prepare a structural protection plan
  - Assist with coordination of evacuations or local resources

Be sure to participate in the after action review conducted by the IMT, and prepare a written evaluation of the IMT and Incident Commanders.

**STATE EOC: 1-800- 258-5990**

**Questions call your Regional Coordinator**

**WSP Mobilization Section – 360-753-0498**



## **Mobilization Frequently Asked Question Guide**

### **2005 Mobilization Plan**

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**Appendix N**  
**2005 Washington State Association of Fire Chiefs**  
**Rate Schedule**  
**2005 Mobilization Plan**

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**Rates have not been approved at time of printing.**

**When 2005 Rates are published an update  
will be provided.**



**Appendix N**  
**2005 Washington State Association of Fire Chiefs**  
**Rate Schedule**  
**2005 Mobilization Plan**

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